

## Food Pantry Assistance Grant Manager for the Colorado Blueprint to End Hunger

### Overview

The [Colorado Blueprint to End Hunger](#) is a multi-year plan to end hunger for all Coloradans. With funding from the Colorado Health Foundation, it was developed by individuals and organizations from across the state who are working on or experiencing hunger in their own homes and communities.

Key elements of the plan include efforts to:

- **Maximize enrollment** of income-eligible Coloradans in both the Supplemental Nutrition Assistance Program (SNAP) and the Woman, Infants and Children Food and Nutrition Service (WIC), which focuses on mothers, infants, and children under five years of age.
- **Increase participation** in Federal Child Nutrition programs
- **Grow the number** of Coloradans who can access the food they need in their communities.
- **Develop a groundswell** of Coloradans advocating to end hunger in our state.

The Blueprint is currently in the implementation phase. These efforts are supported through funding from the Colorado Health Foundation, with the intent to bring in additional funders as the work progresses. The Colorado Health Foundation contracted with [Trailhead Institute](#) to serve as the Program Office to facilitate the process of moving Blueprint's aspiration goals into action. In this role, Trailhead serves as the administrative point of coordination for implementation efforts.

To achieve the goals and strategies outlined in the Blueprint, numerous organizations and individuals across Colorado have joined four goal-focused workgroups based on their areas of expertise or interest. Trailhead Institute coordinates the logistics and multi-sector collaboration for these workgroups. A 20-member Governing Council serves as the oversight body for the project by overseeing workgroup progress and supervising the Program Office (Trailhead) to move towards the goals collectively identified in the Blueprint.

In addition, the Blueprint to End Hunger set up and is continuing to implement multiple rounds of an emergency funder relief fund to provide millions of dollars in small-scale grants across the state of Colorado to ensure that no Coloradan goes hungry during this difficult time.

The Blueprint **Food Pantry Assistance Grant Manager** (*Grant Manager*) will serve in a one-year position supervised by the Blueprint Implementation Director. The work of the Manager will support the Blueprint program office, helping to administer the fund by working closely with the Blueprint team to design the process to ensure that the fund continues to meet community needs while also helping to assess and track those changes over time.

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization's mission and operate in accordance to our guiding values of teamwork, openness, responsiveness, accountability and

leadership. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

## Essential Job Functions

### *Grants Management*

- Implements the grantee selection process. This includes supporting the process for grant decisions from beginning to end: preparation for application release, the review process, final funding decisions and the improvement process for future rounds of funding.
- Provides support for day to day needs of grantees, collects reports and asks questions to determine successful plans to spend the full amount of grants.

### *Technical Assistance Coordination Support*

- Identifies and implements strategies to ensure that the Blueprint is able to leverage its network to provide high quality technical assistance upon request to all grantees.
- Works closely with grantees to identify their needs and leverage the Blueprint network to identify which partners can provide technical assistance.

### *Data Analysis*

- With the support of an Evaluation Contractor (to be hired) and the Blueprint team, assists in data analysis and compilation to help answer questions that would improve the grant-making process.

## Requirements

- Strong attention to detail and solid organizational skills.
- Proven record of working with members of diverse communities and building strong relationships.
- Proficient in Microsoft Office (specifically Microsoft excel) and Google products (the entire grant process is conducted via Google's platform including Google Forms and Google Sheets).
- An understanding of food access issues facing Colorado communities is preferred but not required.

## Key Characteristics

- Commitment to the values identified throughout the development of the Blueprint, including collaborative, inclusive, shared leadership, action-oriented, transparent, strengths-based, respectful/authentic, and agile/flexible
- Comfortable leading diverse stakeholders with competing priorities in an occasionally political or contentious environment
- Open to new ideas and ability to step outside of one's comfort zone
- Willingness to fail, learn from mistakes, and readjust quickly while maintaining a continuous improvement mentality
- Ability to think systematically while being able to connect with a wide variety of community and organizations
- Ability to manage competing priorities with professionalism amongst funders, communities, and system partners
- Excellent organization, interpersonal, and communication skills
- Willingness and ability to learn and grow to meet the changing requirements of the job

## To Apply

Knowledge of Colorado is ideal, but work will be completed remotely, so the Manager can be based anywhere. This is a full-time, salaried, exempt position. The expected compensation is \$75,000-\$80,000 per year. Trailhead offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

Applications will be accepted until a Manager has been identified, but full consideration will be given to complete applications received by August 26th. Those who do not apply by the deadline may not be considered. Review of applications will begin immediately.

Only electronic submissions are accepted. Please submit a cover letter, a resume and three professional references to Leticia Macias, Executive Assistant – Blueprint to End Hunger at [lmacias@endhungerco.org](mailto:lmacias@endhungerco.org).

This is a LIMITED SERVICE position. The Blueprint to End Hunger is administering the Food Pantry Assistance Grant, which is only planned from September 30, 2021 – August 31, 2022. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute.

*Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute welcomes applications from all communities, educational backgrounds and life experiences, and particularly from people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.*