

Director of Programs

Job Description

Hours: Full-Time, Exempt, Eligible for Benefits

Reports to: Executive Director

Salary: Starting at \$53,000, final salary commensurate with experience



SUMMARY:

The GrowHaus is a food equity nonprofit in Denver's Elyria-Swansea neighborhood with the mission of ensuring the neighborhoods of Globeville and Elyria-Swansea (GES) have lasting access to healthy food. The GrowHaus serves as a resident-driven hub for food access, food education, food production, and economic opportunity.

The Director of Programs will lead the vision and direction of the Education and Community Outreach departments as they engage the GES neighborhoods and similar communities in education and outreach programs. The Director of Programs (DP) will set programmatic vision in line with our upcoming 2020-2022 strategic plan, and empower teams to implement effectively. The DP is also responsible for providing critical thought partnership to The GrowHaus' Leadership Team as the organization works to strategically maximize our impact.

Our education department offers Service Learning workshops, robust summer programming for children and teenagers, multiple afterschool programs per week with our local elementary schools, and oversees the organization's volunteer and internship programs. The community outreach department runs a weekly no-cost grocery program with a cooking class and mobile delivery, home visits, community adult education classes, multiple annual events and ongoing community outreach efforts.

DUTIES AND RESPONSIBILITIES:

- Organizational Leadership
 - Develop and ensure implementation of the long term vision for The GrowHaus' programmatic ventures, both organization-wide and per department
 - Act as an internal leader of The GrowHaus, uphold values at all times, lead by example, support team culture and morale
 - Serve as an active member of the Director/leadership team (along with Executive Director, Director of Operations and Director of Development)
 - Build and maintain strong relationships with partners including funders, other nonprofit organizations, and community leaders, continually working to involve partners in programming and find an alignment of goals
 - Create, oversee, and implement departmental budgets and finances
 - Oversee recruitment, hiring, and retention of program staff, with support from the leadership team. Design, advocate for and implement Professional Development opportunities for staff members
 - Support with event planning and execution, flexibility to work evenings and weekends on occasion. Lead planning for at least 1 major event per year

- Community Outreach
 - Lead the Community Outreach department, provide direct supervision and guidance to the Community Outreach Manager, indirectly supervise the Promotora team, and coach individuals as needed
 - Ensure successful development and implementation of all community outreach programs including train the trainer model, Promotora and Promotora Apprenticeship, community adult education classes, outreach events, home visits
 - Develop department goals and ensure timely and reliable tracking and analysis of metrics toward those goals
 - Execute the strategic vision for the Community Outreach department ensuring that The GrowHaus programs and mission reach as many people as possible
 - Oversee the expansion of the Promotora program by developing and launching a successful Promotora Apprenticeship program

- Education
 - Lead the Education team, provide direct supervision and guidance to the Education Program Coordinator. Indirectly supervise other education staff and interns
 - Oversee the successful development and implementation of all education programs including: after school classes (partnership with YMCA), Summer programming for youth (Bees in the Garden) and teens (Seed2Seed), Service Learning, volunteer program, and internship program
 - Develop department goals and ensure timely and reliable tracking and analysis of metrics toward those goals
 - Ensure strategic goals are met through maintaining existing partnerships and creating new partnerships regarding education programming
 - Provide expertise in curriculum development for youth, teens, and adults
 - Ensure all education programs meet income and expense goals

REQUIRED JOB SKILLS, EXPERIENCES, QUALIFICATIONS:

- Bilingual/bi-cultural English/Spanish is required.
 - **Note: Fluency in Spanish and English is required. Non-fluent speakers will not be considered.**
- Strong experience charting vision and setting and reaching short and long term goals. Strong ability to think out three years, and empower teams to implement that vision.
- 5+ years experience with staff management and supervisory roles, able to coach, lead and inspire a diverse team with sensitivity and awareness, including familiarity with HR and performance management.
- 5+ years experience in an education setting (formal or informal) with curriculum development experience
- 3+ years experience in community work, with an emphasis on community organizing, train the trainer models, and/or community development
- Highly developed coaching skills with an extensive track record of empowering and lifting up others professionally
- Strong written and oral communication skills

- Demonstrated ability to initiate, organize, prioritize, and work independently on multi-step, detail-oriented concurrent projects. Ability to ensure entire teams are held to the same standard. Amazing interpersonal skills, empathetic, easy to connect with, inspirational
- High tolerance for ambiguity
- Strong technical proficiency with using Excel and Google Suite tools to track and report on the status/effectiveness of programmatic initiatives and partnerships
- Firmly committed to and consistently prioritizes equity, diversity, and inclusion

PREFERRED JOB SKILLS, EXPERIENCES, QUALIFICATIONS:

- Transformational and visionary leadership skills
- Experience with job training and leadership development for individuals new to the workforce and of varying levels of education and professional experience
- Experience creating structure and consistency with individuals new to the workforce and of varying levels of education and professional experience
- Highly knowledgeable and experienced in urban agriculture, permaculture, nutrition, food systems, community health work, food access solutions, and/or combating food insecurity preferred
- Experience with conflict resolution and ability to de-escalate situations with emotional intelligence, discretion, and maturity

HOW TO APPLY

Applications received before **January 20, 2020** will be given priority. Interviews may occur as qualified candidates apply. Job description will be removed once the position is filled.

Interested parties must submit a resume and letter of intent addressing the following questions to careers@thegrowhaus.org, with the subject line: Director of Programs Application

→ Why you? Why this position? Why The GrowHaus? & Your level of Spanish & English fluency.

The GrowHaus is proud to be an Equal Employment Opportunity. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.