

**Job Title: *Food Policy Council Director***

**Supervisor:** *Chair of the Board*

**Date updated:** 01/20/2022

**Resume Review Begins Week of:** 02/7/2022

**Overview**

**Jefferson County Food Policy Council**

The Jefferson County Food Policy Council (“JeffCo FPC” or “Food Policy Council”), is a diverse stakeholder collaborative in Jefferson County, Colorado composed of local governments, nonprofit organizations, food and farm businesses, residents, and policymakers. Its mission is to increase equitable access to healthy, local, and affordable food and support a sustainable community food system. The Council envisions Jefferson County as a food secure community with healthy food access for all residents, a vibrant and equitable farming infrastructure, a healthy ecosystem, and a thriving local food economy.

Since its inception in 2015 as a program of Jefferson County Public Health, the JeffCo FPC has led regional discourse on common needs around food access and local food production. It has also helped its members build capacity for their individual organizations to do regional food system development work, and has fostered collaboration, coordination, and data sharing across agencies, organizations, and jurisdictions. JeffCo FPC staff, the Leadership Team, and members have moved Jefferson County towards this vision through coordinated outreach events, educational programming, technical assistance, and policy change – all with an emphasis on developing a vibrant, equitable, local food system. Following strategic planning, the Jeffco FPC decided to shift from being a program of Jefferson County Public Health to an independent organization fiscally sponsored by Trailhead Institute as of December 2021.

**Trailhead Institute**

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Food Policy Council Director** will work with the Trailhead team to further the organization’s mission, to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization, and to operate in accordance to our organizational drivers of collaboration, capacity and justice. Furthermore, this position will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of this work.

The **Food Policy Council Director** will **work remotely, with travel as needed across Colorado**, and lead the staff and activities of the Jeffco FPC, in line with strategic priorities and Advisory Board oversight. The **Food Policy Council Director** will report to the Chair of the Food Policy Council Board and will work in collaboration with internal and external teams and partners. Trailhead’s Director of Projects & Partnerships will serve as the administrative point of contact for this position.



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### **Responsibilities:**

- Ensure that the voices of community members in Jefferson County most impacted by food insecurity and racial inequities are heard and drive the work of the Food Policy Council.
- Lead the staff and activities of the Jeffco FPC, in line with strategic priorities and Advisory Board oversight.
- Assure that the organization has a long-range strategy that achieves its mission and makes consistent and timely progress with an eye toward organizational best practices and innovative ventures.
- Ensure that the operating norms and protocols of the Food Policy Council established are adhered to and continue to improve the operating norms and protocols to reflect community engagement, racial equity, and other Jeffco FPC goals.
- Foster trust-based, open, constructive communication between the various “branches” of the Food Policy Council - staff, Advisory Board, Committees, membership, and partners
- Establish and provide sound financial management of the organization, including active fundraising and grant writing in partnership with Council membership.
- In partnership with Council membership, develop, collaborate on, advocate for, and support implementation of policies relevant to the Food Policy Council’s mission
- Coordinate regular meetings, engagement opportunities, and events as part of the Food Policy Council’s operations
- Navigate and build relationships in the political sphere while maintaining and building fidelity with community
- Represent the Jeffco FPC as the main point of contact for all external partnerships and collaborations
- Ensure robust external communications that effectively convey organizational highlights to organizational partners, volunteers, donors, and the general public.
- Manage projects, programs, and funding allocations to advance resilience in the Jefferson County food systems.
- Hire and manage staff
- Develop annual and other budgets for approval by the Advisory Board.
- Liaison with Jefferson County Public Health staff.

## Skills

- Minimum five years' experience leading a small to mid-sized organization, including direct and indirect team leadership
- Experience with the full-cycle of organizational or programmatic implementation, including the development, monitoring, and evaluation
- Community-Centered Leadership, including managing and hiring full-time, part-time, and intern staff, as well as volunteers and paid community leaders
- Innovative, outside-of-the-box, and strategic thinker with a strong understanding of systems thinking to incorporate into the evolution of the Food Policy Council
- Proven track record in project management, from development and budgeting, to securing funding, to implementation, monitoring, and evaluation
- Advanced understanding of issues related to food systems, policy, and advocacy
- Self-directed, driven, and accountable for results and high achievement, individually and across the organization
- Ability to navigate and build relationships to accomplish political wins, while staying true to community
- Experience managing multiple projects and priorities, including budgeting and financial administration
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office, Google applications, and Zoom, as well as the aptitude to learn new computer applications as needed
- Ability to adapt communication style to meet the needs of a variety of internal and external stakeholders
- Demonstrated experience in communicating and clarifying complex messages, both through public speaking and written word
- Keen analytic, organization and problem solving/decision-making skills
- Demonstrated work history of coordinating and completing tasks independently and on time
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication
- Bilingual Spanish preferred

## Key Characteristics

- Experience in community organizing, participant-centered approaches and/or community development
- Experience in the process of starting a new organization in the nonprofit or social benefit sectors
- Experience obtaining funding from federal, state, local, and foundation entities
- An understanding of policy processes at the municipal, county, and state level
- Ability to focus, engage and thrive in a remote work environment
- A successful track record in setting and managing multiple priorities



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- An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment
- Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality
- A team player
- Responds well and flexibly to change and stressful situations
- Commitment to the mission, vision, values, drivers, and strategic direction of the Jefferson County Food Policy Council and of Trailhead Institute
- Desire to promote this work in a professional and ethical manner

This is a **full-time exempt remote** position. Hiring salary range for this position is \$72,000-82,000. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, and a 401k with employer match.

**To Interview Us:** We will be holding **four office hours** during the two-week application period. This offers you an opportunity to schedule a 15 minute call and ask any questions regarding the job announcement or about either Jefferson County Food Policy Council or Trailhead as this role would be working closely with both organizations. If you are unable to make it to the scheduled office hours, check out our [Food Policy Council Director Q&A](#). Sign up at [Calendly](#).

**To Apply:** Please submit a resume, cover letter and three professional references to [Rachel@Aging-Dynamics.com](mailto:Rachel@Aging-Dynamics.com).

Applications will be accepted until the position is filled, but full consideration will be given to complete applications received by Friday, February 4, 2022. Those who apply after the February 4, 2022 date may not be considered. Review of applications will begin the week of February 7, 2022. Only electronic submissions are accepted.

This is a LIMITED SERVICE position. The funding for this position is provided by limited-term funding and is dependent on that funding being maintained. Once the funding ends, the position will be discontinued, and there is no guarantee for additional employment with Trailhead Institute. Funding is secured for this position for two years from the start of hiring. Additional funding secured by this hire will allow for the continuation of this role.

### *Jefferson County Food Policy Council Commitment to Equity and Justice*

In taking time to reflect on the history of the food system and our work as the Jefferson County Food Policy Council, we recognize that our work and our council has not often been inclusive or representative of the voices of those most impacted by the policies, systems, and environment that the council aims to improve. This is, in part, because the council operates through a structure that has created barriers which have excluded communities of color and has fostered an environment where BIPOC people have not always felt welcomed, valued, or included. We apologize to members of our community who have had these experiences with the council. Acknowledging past mistakes and present shortcomings is our first step in creating a more inclusive, diverse, and equitable group.



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This statement is just the first step in the work we need to accomplish, and we know that racial equity is both an action and an outcome. To view the full statement and the commitments we have made to better the council please [click here](#) , [Spanish version here](#).

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, particularly from people of color, people within the LGBTQI+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.