



Job Title: Collaboration Director

Type: Exempt, Full Time, Salaried Position

Start Date: ASAP

Hours: 40 Hours per week with weekend and evening availability for events, farming etc

Rate: \$60,000-\$65,000 Plus full health and dental benefits, paid sick, vacation days, paid professional development, and vegetables and groceries.

Supervision: Executive Director

Who We Are: FrontLine Farming (FLF) is a nonprofit food and farmer advocacy organization focusing on food growing, education, sovereignty and justice. We grow high quality, organic food which supports fair wages for our farmers and is distributed through CSA shares, sliding scale sales at farm stands and donations to a variety of non-profit partners. The mission of FLF is to create greater equity across our food system on the Front Range of Colorado. We specifically seek to support and create greater Leadership and access for women and people of color in our food systems. We achieve these goals through growing food, listening, educating, honoring land and ancestors, policy initiatives, and direct action.

Role Summary:

The Collaboration Director supports the Executive Director and senior Leadership in fostering collaboration, strategic alignment, and operational excellence. This role involves consistent engagement with staff leaders to ensure they are equipped to manage their roles effectively and complete tasks on time. Serving as a key facilitator, the Collaboration Director enhances cross-functional coordination and community outreach, while upholding FLF's commitment to land-based ethics and relationship-centered work. This position combines internal project management and external partnership development to strengthen FLF's impact.

Key Responsibilities:

- **Program and Deliverables Tracking:** Develop a deep understanding of program initiatives, supporting in tracking progress to ensure timely completion of deliverables.
- **Staff Leadership Support:** Meet regularly with staff leaders to provide guidance, address challenges, and support them in managing responsibilities and meeting deadlines.
- **Data Coordination for Grants:** Support in data compilation and reporting for grant purposes, working closely with Leadership to meet grant-related requirements.
- **Community Outreach & Partnership:** Through a gradual integration into FrontLine's work and culture, this role will be key in representing the organization authentically in the community. As they build a



deep understanding of FrontLine’s values and community-focused mission, they will work collaboratively to foster meaningful relationships and ensure consistent, outward-facing engagement that reflects our shared vision and goals.

- **Land-Based Ethics & Relationship Building:** Embody and promote ethical stewardship of land and respect for all communities, human and beyond, reinforcing FLF’s mission of liberation through relationship-centered practices.

Collaborative Management (90%)

- **Fostering Collaboration:** Enhance communication across teams, aligning projects with FLF’s mission and reducing siloed work.
- **Project Management Support:** Guide and support high-level cross-functional projects, balancing strategic oversight with hands-on assistance.
- **External Community Collaboration:** The individual will be responsible for supporting the Coordinating Manager with an agreed upon schedule to participate in public-facing markets and CSA Pickups, strengthening community partnerships, and facilitating external communications through coordination with the Communications & Engagement Manager.
- **Decision-Making and Accountability Systems:** Create frameworks that facilitate clear decision-making and accountability across teams.
- **Monitoring KPIs:** Define, track, and report on performance indicators in grant reporting in collaboration with Leadership.
- **Conflict Resolution:** Act as a mediator to resolve team conflicts, fostering a positive, collaborative environment.
- **Coaching & Mentoring:** Provide leadership and professional development to support team growth and engagement.
- **Strategic Planning Support:** Assist Leadership in developing, tracking, and aligning strategic initiatives.
- **Operational Efficiency:** Implement systems to streamline workflows, optimize resources, and support organizational structure.
- **Culture Development:** Promote an inclusive and mission-driven culture through engagement, training, and recognition programs.
- **Executive Support:** Advise and assist the Executive Director with priority management and Leadership team facilitation.



Farm Work (10%)

- Participate in seasonal farm activities (April-October) approximately 8 hours per week, supporting farm operations and deepening understanding of FLF's farming practices.

Qualifications:

Requirements

- Proven collaborator with experience in relationship-building and facilitating cross-functional work. Provide examples of past experience - part of the interview process.
- Experienced in coaching, mentoring, and training.
- Skilled in conflict resolution, fostering teamwork, and promoting trust.
- Strong organizational and project management abilities, capable of balancing multiple priorities.
- Systems-oriented thinker with a strategic approach to building efficient, scalable processes.
- Excellent communication skills, adept at engaging diverse audiences.
- Commitment to FLF's mission and ethical values, including land stewardship and community equity.
- Analytical and data-driven, with experience in KPI management and data reporting for grants.

Preferred Skills

- Bilingual
- Farming and food systems, food policy experience
- Research and grant reporting experience
- Knowledge of Craft or equivalent Project Management Software

Physical Demands:

- Ability to work outdoors in varying weather conditions (40-95°F) and lift/carry up to 50 pounds.
- Requires frequent crouching, kneeling, standing, stooping, and reaching.
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SALARY AND BENEFITS

The base salary range is \$60,000-\$65,000 depending on level of experience. We have an equitable salary structure that takes into consideration dedication to the work, skills and responsibilities as well as ensuring salaries are sustainable for the organizational budget.

Benefits:

- Paid health and dental insurance worth \$5,858 per year
- 2 weeks PTO vacation (accrued after 3 and 6 month anniversaries)
- Paid sick leave
- 2 in person office days, 1 in season farm day and remaining remote work
- Work phone number separate from personal number
- Professional development support
- Workers compensation coverage
- Food and groceries as needed
- Farm education classes and in-field training

Employment Review:

Continued employment at FrontLine is dependent on mission alignment and work ethic. We conduct informal reviews after the first month, 3 months and after the first year to determine whether FLF and the new hire are still aligned.