

## Mountain Roots Healthy Futures Program Director

**Position: 1.0 FTE**

**Reports to: Executive Director**

**Supervises: a part-time program assistant**

**Compensation: annual salary starts at \$50-\$55,000/yr DOE, 14 days PTO, plus IRA/HSA match**

**Location: Gunnison, CO . Remote: no.**

### About

The Mountain Roots Healthy Futures AmeriCorps Program builds capacity for rural Colorado organizations working in the food systems arena to improve the social, environmental, and economic health of Colorado's rural communities. Organizations across rural southwestern Colorado apply to host and mentor AmeriCorps service members for full-year or partial-year terms; individuals seeking service positions in environmental education, food security, or regenerative agriculture are apply to the program to find placement that serves as a bridge between college and career. We currently have 34 members serving at 8 host site organizations in 5 counties. Together, we make a significant impact in rural Colorado communities. *Please read more about the program on our website.*

The Program Director has full responsibility for the strategic direction, programmatic operations, fiscal management, and grant compliance of this 34-member program. The PD is the main point of contact for host sites, which are selected through a competitive application process, and the PD coordinates with organizational leaders to maintain positive relationships and meaningful service outcomes. The PD oversees member recruitment and placement, designs and implement member training and benefits. The PD manages the budget and federally compliant reporting and recordkeeping for our \$600K AmeriCorps grant. This position supervises a part-time program assistant, and reports to the Mountain Roots Executive Director, and the fiscal program host Trailhead Institute, located in Denver, CO. Within Mountain Roots, the PD joins our leadership team, participating in professional development, strategic visioning, and organization-wide events.

### Specific Duties:

- Develop and maintain sound fiscal and organizational management systems and practices compliant with federal laws and regulations, Corporation for National and Community Service (CNCS) requirements and Serve Colorado policies and procedures;
- Define and revise a theory of change and logic model for how the program activities will lead to long term results, including performance measures and data collection plan for reporting program outcomes;
- Develop and utilize appropriate data collection instruments, analyze data gathered, reports on the performance as demonstrated by the data, and utilizes this data to make improvements to the program;
- Work with individuals and organizations to identify community needs, leverage community assets, and position program or project as a strategy for solving community problems, ideally as part of a collective impact model;
- Utilize sound human resource and inclusion practices and principles to in the program design for recruiting, enrolling and retaining member positions as detailed in the approved grant;
- Develop and manage an annual program budget of \$600,000; work cooperatively with financial and leadership staff to develop practices to effectively plan for and manage program funds and provide for accurate, complete and current disclosure and documentation of the financial status of the AmeriCorps program;

- Write and manage federal grant – the primary federal grant cycles every three years, with continuations and reporting filed annually;
- Develop financial and non-financial support including, but not limited to, creating a sustainability plan, identifying potential sources of funds, developing funding and partnership proposals, presenting requests for assistance and securing adequate cash and in-kind match, secure additional funds through grants, corporate sponsors, or donations;
- Design written member service agreements and host site agreements outlining program requirements;
- Ensure that member placements are developed based upon a program design that represents the overall diversity of the community it serves, is reflective of community need and that member activities contribute to the program goals;
- Develop and conduct a comprehensive member training plan, designed to ensure that members receive the federal and state required trainings and have the skills and training necessary to successfully carry out their specific service activities, and maintain appropriate documentation thereof;
- Develop partnerships that enable well-rounded, high quality training inclusive of adult learning strategies;
- Develop PR strategies for highlighting AmeriCorps program success, recruiting AmeriCorps members and sponsor agencies.
- Plan and participate in skill and knowledge-building educational opportunities that promote personal and professional growth;
- Cultivate leaders and champions within AmeriCorps and the national service network; submits quarterly and yearend outcome reports;
- Visit Host Sites to for compliance monitoring;
- Facilitate Member mid-term and exit interviews;
- Develop member and site supervisor handbooks and updates policies and procedures;
- Initiate Member community service opportunities for volunteers (MLK Day, Cesar Chavez Month, 9/11 National Day of Remembrance National AmeriCorps Week);
- Attend meetings, conferences and in-services with other community partners as needed;
- Coordinate with other Serve Colorado-sponsored teams and national teams to ensure that internal processes and trainings incorporate AmeriCorps requirements
- Supervise, assign and review the work of clerical staff;
- Represent Mountain Roots at meetings, conferences and events.

### **Essential Skills & Experience:**

The candidate must maintain knowledge of and uphold the mission and objectives of AmeriCorps, the Corporation for National and Community Service and Serve Colorado, state and federal grant programs, interpret federal and state program regulations, and grant application processes. They will desire to learn and grow knowledge of the various community programs relating to grant goals, research methodology and standard statistical procedures. Must maintain accurate and confidential records; ability to plan, assign, supervise and coordinate the activities of Member and Program Host Sites. They have the ability to determine long-range needs and to plan and organize work for the accomplishment of objectives; to establish and maintain positive attitude, to build effective working relationships with AmeriCorps members, partners in the community, municipal staff and elected officials, community leaders and the general public. They must be able to present and speak effectively in oral and written form, make decisions, recognize established practices and use resourcefulness and tact in solving problems. They must demonstrate an ability to follow a management style that is input-oriented and values problem solving and development of partnerships, work effectively as a member of a team, and a desire to be part of an organization that values service, people, integrity, responsibility, innovation and teamwork, and is not afraid to challenge the status quo. Spanish language a plus.



## Qualifications

- Bachelor's degree (B.A.) or equivalent required
- At least 2 years of government grant experience or similar experience such as developing, writing and responding to grant opportunities plus a minimum of 2 years experience in a similar national program, other corps-based program, or similar community program.
- Must have demonstrated program management (preferably a multi-site program) and staff supervisory experience.
- Must be sensitive and responsive to the cultural differences in the organization's service population.
- Proven leadership, strategy, program management and organizational skills (particularly while working within a fast-paced organization preferred).
- Must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment, and produce a quality work product within tight time constraints.
- Ability to work in a team environment that requires collaboration across all levels.
- Excellent interpersonal, written and verbal communication skills.
- Ability to thrive in an environment that is characterized by significant growth, diversity and change.
- Strong computer skills and the ability to use existing technology to achieve desired results; proficiency in OnCorps Reporting, HR payroll systems, and eGrants a plus.
- Ability to thrive working both independently and within team settings.
- Versatility, flexibility and a willingness to work within constantly changing priorities with enthusiasm; Ability to maintain composure under stress.
- Passionate commitment to Mountain Roots mission and long-term vision of cultivating a resilient food system, including commitment to food security, sustainable agriculture, and education.

## How to Apply:

Please send the following to Holly Conn, Executive Director, at [director@mountainrootsfoodproject.org](mailto:director@mountainrootsfoodproject.org) by May 15, 2022:

1. Cover letter / letter of interest, describing how your experience will develop and enhance this program, what unique value you will add, and providing examples of three attributes your co-workers, friends, and family would all agree you possess.
2. Resume
3. Contact information for two references

Please use "HF Program Director" in your subject line and in the titles of your attachments.

Example: HF Program Director\_M.Green

We will review candidates as they come in. If you are truly interested in the position do not wait until the last day to apply.