



Job Description: Program Director

Mission: Denver Food Rescue's (DFR) mission is to advance health equity and address the social determinants of health for those experiencing food insecurity. We foster healthier communities through a focus on food security, climate action, and social justice. We stand at the forefront of battling both food waste and nutrition insecurity through a sustainable and environmentally conscious approach.

Position Description Overview: Denver Food Rescue (DFR) seeks a passionate and experienced Program Director to lead and oversee our impactful programs aimed at addressing food insecurity and promoting nutritional equity across Denver's diverse communities. Reporting directly to the Executive Director, the Program Director will play a pivotal role in strategic program management, team leadership, program expansion, resource management, community engagement, and advocacy. The successful candidate will drive forward our mission of advancing health equity and addressing the social determinants of health by developing and implementing strategic plans, fostering collaboration among stakeholders, and ensuring the effective delivery of our programs.

Key Responsibilities:

Strategic Program Management:

- Develop and implement strategic plans to advance DFR's mission and goals in alignment with community needs and organizational objectives.
- Oversee the day-to-day operations of all programs, including the No Cost Grocery Program (NCGP), Healthy Choice Food Box Delivery (HCFB), Self Sufficiency and Nutrition Program (SAN), Food Rescue Program, and Fresh Food Connect (FFC).
- Collaborate with stakeholders, including community partners, government agencies, and funders, to maximize program impact and sustainability.

Team Leadership and Development:

- Provide visionary leadership to program staff, fostering a culture of collaboration, innovation, and accountability.
- Recruit, train, and supervise a diverse team of program coordinators and managers, including volunteer coordinators, NCGP Program Manager, HCFB Coordinator, and Food Access Coordinator.
- Support professional development opportunities for staff to enhance their skills and expertise in program management, food justice, and community engagement.

- Coordinate employee engagement strategies and assist in recruitment, hiring, training, and retention of staff.
- Ensure all program team members have properly submitted mileage and expense reimbursements, vacation requests, wellness time, and holiday time for program staff.

Program Expansion and Enhancement:

- Identify opportunities for program expansion and diversification to reach new communities and address emerging needs.
- Evaluate program effectiveness through data analysis, stakeholder feedback, and programmatic assessments, making recommendations for continuous improvement.
- Cultivate strategic partnerships and collaborations to enhance program offerings and increase community engagement.

Resource Management and Fundraising:

- Develop and manage program budgets, ensuring financial sustainability and responsible stewardship of resources.
- Work closely with the Development team to identify funding opportunities, write grant proposals, and cultivate donor relationships to support programmatic initiatives.
- Monitor and report on program outcomes, impact metrics, and grant requirements to stakeholders and funders.
- Collaborate with the Executive Director on organizational planning, board reports, and fundraising events.
- Contribute to short- and long-term organizational planning and submit the Annual Report.
- Assist in organizing and executing fundraising events and opportunities.

Community Engagement and Advocacy:

- Engage with community members, partner organizations, and policymakers to raise awareness of food insecurity issues and advocate for policy change.
- Participate in relevant coalitions, task forces, and working groups to amplify DFR's impact and influence systemic change.
- Manage program calendar, insurance, permitting needs, and vehicle maintenance.
- Attend Food Rescue Alliance biweekly meetings and ensure compliance with all required certifications.

Qualifications:

- Bachelor's degree in a related field (e.g., public health, nonprofit management, social work) or the equivalent of 2 years of direct work experience in a similar role within the nonprofit sector required.

- Minimum of 5 years of experience in program management, community development, or related field, with at least 3 years in a leadership role.
- Demonstrated commitment to social justice, food equity, and community empowerment.
- Language skills (Spanish and English bilingualism preferred)
- Strong organizational and strategic planning skills, with the ability to multitask and prioritize competing demands effectively.
- Excellent interpersonal, communication, and team-building skills, with a track record of successful stakeholder engagement and collaboration.
- Proficiency in budget management, grant writing, and program evaluation.
- Knowledge of local food systems, urban agriculture, and food policy advocacy preferred.
- Flexibility to work occasional evenings and weekends, as needed.
- Valid Colorado driver's license & personal and insured vehicle.
- Ability to drive and operate a box truck/ cargo van
- Servsafe managers card or the ability to acquire within 60 days of employment
- Ability to lift up to 50 lbs.

Additional Qualifications: In addition to the qualifications listed above, we are seeking candidates with the following additional qualifications:

- Knowledge of local government operations
- Commitment to the mission and values of Denver Food Rescue
- Cultural competence
- Personal attributes of collaboration and integrity
- Reliable transportation
- Awareness of social issues

Please Note: This job description provides an overview of the role's responsibilities and is not exhaustive. Responsibilities may evolve to align with the organization's needs.

The work environment for the Program Director at Denver Food Rescue is primarily in-person, with the possibility of hybrid work opportunities becoming available after the first three months of employment. This position involves working in diverse community-based settings and requires flexibility in scheduling, including occasional evenings and weekends. Willingness to work in a variety of weather conditions is essential. Additionally, the Program Director should be willing to assist in all program areas as needed and have the ability to lift up to 50 pounds.

Equal Opportunity Statement: Denver Food Rescue is an equal opportunity employer. We are committed to creating a diverse and equitable work environment and we strongly encourage you to apply if you are part of the BIPOC (Black, Indigenous, and people of color) and/or LGBTQIA community, are a person with a disability, a veteran, or are of diverse nationality or religion.

Employment Details:

- Employment type: Full-time exempt position

- Reports to: Executive Director
- Compensation: \$65,000- \$70,000 annually, based on experience
- Full-time exempt
- In this position, you will often work outside of “normal” business hours.

Application Process: Please email your resume and cover letter to our Executive Director, Letisha Steele, at letisha@denverfoodrescue.org. Include "Program Director: Resume" in the subject line. Attach your resume and cover letter in two separate PDFs labeled as follows: YourName_ProgramDirectorResume, YourName_ProgramDirectorCoverletter.

Benefits: At Denver Food Rescue, we offer a comprehensive benefits package designed to support and reward our dedicated staff. This includes:

- Competitive salary
- Quality health care coverage fully paid by the employer, provided through Kaiser
- 4 weeks of Paid Time Off (PTO) in the first year of employment
- IRA plan with a generous 3% employer match
- Leadership development opportunities
- Hybrid work opportunities after the initial three months