

## **Senior Manager of Food Access**

**Hours: Full-time, Exempt, On-Site**

**Languages Required: Bilingual (English/Spanish)**

Reports to: Executive Director

Salary Range: \$57,500 - \$65,000



## **About The GrowHaus**

The GrowHaus is dedicated to fostering community-driven food justice through wellness education, food access, and leadership development. Our mission ensures that healthy food is a right, not a privilege. We focus on Globeville, Elyria-Swansea, and broader metro Denver neighborhoods. Our approach combines food access with health and wellness resources and community wealth-building. We provide diverse programming for adults, children, and families, emphasizing the importance of growing and cooking healthy food and overall wellness.

## **Opportunity Overview**

The GrowHaus seeks a Senior Manager of Food Access to lead and manage our food access initiatives. This role involves overseeing food procurement, distribution, budgeting, grant management, and community outreach to achieve organizational goals. Reporting to the Executive Director, the ideal candidate will collaborate closely with our development, education, and outreach teams. We're looking for an innovative, organized, and compassionate leader with a deep passion for food justice.

## **Key Responsibilities**

### **Financial Management**

- Oversee food access and grants budgets, including weekly monitoring of procurement team spending.
- Oversee food access grant invoicing, evaluations and reporting
- Collaborate with accounting for invoicing and meeting invoicing deadlines.
- Partner with Development to project and manage budgets.
- Ensure timely reporting for grant requirements and departmental budgets.

### **Partnership Management**

- Build and nurture relationships with the community, farmers, and sector organizations.
- Train and oversee partnerships, like the SNAP PEAS program, adhering to federal and state regulations.
- Foster strong internal collaborations, especially with procurement for nutritional guideline adherence.

### **Project Management**

- Coordinate calendars, timelines, and onboarding for Food Access programs.
- Develop and manage tools for program reporting and financial management.
- Oversee program infrastructure, including vehicles, warehouse, and inventory.

- Schedule and manage team training and legal compliance.

### **Leadership & Team Building**

- Lead the Food Access team, ensuring program alignment with organizational goals.
- Mentor the Food Access team by conducting training, coaching, regular check-ins, and assessments.
- Manage department workflows.
- Lead hiring processes and staff assessments.
- Address emergent department needs proactively.

### **Flexibility and Teamwork**

- Remain receptive to feedback and adaptable to changing organizational needs.
- Embrace a collaborative, community-led approach to solutions.
- Promote inclusivity and equity in all aspects of our work.

### **Required Skills and Qualifications**

- Bilingual in English and Spanish.
- Proven team management and project management experience.
- Nonprofit experience or equivalent in related fields.
- Strong communication and organizational skills.
- Proficient in Google Workspace, Excel, and organizational tools.
- Ability to relate to diverse communities and perspectives.
- Hands-on leadership style; willingness to engage in various tasks.
- Commitment to food justice and community-driven service.
- Availability for occasional weekend and evening work.

### **Application Process**

Send a resume, three professional references, and a letter of intent to [hr@thegrowhaus.org](mailto:hr@thegrowhaus.org) with "Senior Manager, Food Access" in the subject line. Your letter should highlight your alignment with our mission and your nonprofit experience. Incomplete applications will not be considered.

### **Commitment to Diversity**

We encourage individuals from diverse backgrounds to apply. This job description is open and partial, and tasks may expand as needed. The GrowHaus is an Equal Opportunity Employer, committed to inclusivity across race, religion, gender, sexual orientation, age, and other protected statuses.