



**1951 Wazee Street, Suite 220  
Denver, CO 80202**

**JOB DESCRIPTION  
Slow Food Denver Executive Director**

Slow Food is a global, grassroots organization founded in Italy in 1989 to counter the rise of fast food and the disappearance of local food cultures. Through programs, education, advocacy and events, Slow Food inspires individuals and communities to change the world through food that is good, clean and fair for all.

The Slow Food Denver chapter is one of ~150 chapters in the United States. We are a small, dynamic and passionate office that has grown significantly over the past three years. Recently, the primary focus for the chapter has centered around the successful development of Lil' Sprouts, the youth education, seed to plate enrichment program. In 2021, the Lil' Sprouts program reached 18 schools, held 292 classes, taught 724 students and provided 5,362 meals. We're on track to nearly double the impact in 2022.

Over the past year, significant progress has been achieved toward the goals of expanding the programming beyond youth education and increasing the chapter's engagement with the community. The Executive Director position provides the applicant with an exciting opportunity to drive the strategy and direction of growth towards the achievement of these goals. Given the size of the organization and focus on growth, the position will require a self-driven individual with entrepreneurial inclinations and a curiosity and desire to learn and interact directly with other individuals and organizations striving toward similar food equity goals in the Denver community.

**Scope of Work**

The Executive Director will lead Slow Food Denver into its next phase of growth. Responsibilities include but are not limited to managing new programming, increasing community engagement, planning events, building upon and developing new partnerships and fundraising. The Executive Director will prioritize Slow Food Denver's equity, inclusion and justice values in all aspects of our work. This position also maintains connection and communication with Slow Food USA and other local chapters including Slow Food Boulder.

The Executive Director reports directly to the Slow Food Denver board of directors. The board and the Executive Director meet on a quarterly basis unless a more frequent interval is warranted. Primary responsibilities include:

#### Development:

- Lead fundraising efforts for the chapter including corporate donations, grants, individual and small business giving and partnerships
  - Manage grant applications and reporting requirements
  - Cultivate existing donor relationships
  - Proactively develop new donor relationships through interactive engagement and community presence
- Manage the annual fundraiser (September), the Summer Slow Down farm dinner, with the support of a board subcommittee

#### Community Engagement and Partnerships:

- Act as primary representative of Slow Food Denver in the community
- Plan and coordinate the summer calendar of volunteer events
- Cultivate partnerships and alliances with public, non-profit and private community leaders and entities
- Lead Snail of Approval program

#### Programs:

- Leverage prior efforts and best practices from Slow Food USA to build the breadth of programming offered by the chapter beyond the youth education programming
- Liaise with the Youth Education Director on future collaborations related to the Lil' Sprouts program

#### Operations:

- Develop and maintain the annual budget
- Manage and coordinate with outsourced vendors related to bookkeeping, payroll and other operational activities
- Hire and manage coordinator staff and interns, as applicable
- Oversee management of the website, social media and external communications
- Lead public relations efforts

#### Slow Food USA Liaison:

- Participate in regular national leadership meetings
- Share information through appropriate channels, to ensure Slow Food Denver's community impact is recognized by the national organization
- Oversee submission of annual chapter report

Base salary for the full-time position is \$70k plus a healthcare benefits stipend. While the position does not require attendance in the office each day, the Executive Director is expected to maintain a balanced presence at the office, at Slow Food sponsored events and in the community. Heavy participation should be expected during the planting and harvest season. Slow Food is an equal opportunity employer. We strive to reflect the diverse community that works toward and cares about a healthy food system.