



**Central California Food Bank**  
Job Description

<b>Job Title:</b>	Public Policy & Advocacy Manager	<b>Prepared By:</b>	HR Manager
<b>Reports To:</b>	Co-CEO	<b>Approved By:</b>	Co-CEO
<b>FLSA Status:</b>	Exempt	<b>Pay Rate:</b>	\$69,000/Yr DOE

**POSITION SUMMARY:**

The Public Policy & Advocacy Manager is responsible for managing all functions of the legislative and administrative advocacy work in support of Central California Food Bank’s mission to end hunger in Central California. This position works closely with the Co-CEO (Operations) to develop the organization’s annual board approved policy agenda and raise awareness of hunger. Achieving annual policy outcomes will take place by cultivating and managing key relationships with policymakers at the federal, state, and local legislative offices. This position will also work closely with the state association policy team at the California Association of Food Banks, and our national partner Feeding America to achieve policy goals.

The Public Policy & Advocacy Manager is also responsible for mobilizing support for government policies and programs that improve the food security of Central California neighbors and facilitate grassroots advocacy actions as issues arise. They will accomplish this by increasing advocacy engagement, and mobilizing stakeholders (the public, staff, our partner network, and neighbors) around policies that address not only food insecurity, but its root causes. The role will organize stakeholder trainings, develop digital communications in conjunction with the communications team, and coordinate strategies for grassroots work, amplifying community voices.

This position ensures the organization’s success in the areas of responsibility outlined below.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Strategy and Leadership**

Develop annual Food Bank policy agenda in alignment with Central California Food Bank’s mission and strategic plan goals and engage stakeholders to accomplish policy agenda.

- Work with Co-CEO to develop and present annual policy agenda to Board of Directors for approval.
- Track key anti-hunger, anti-poverty, and nutrition-related legislation.



- Engage Board of Directors and other high-level grass top stakeholders in Food Bank policy initiatives.
- Educate distribution network member partners, and Partner Distribution Organizations on public policy and partner with key members to build their advocacy capacity.
- Recruit and manage public policy volunteers as needed.

### **External Collaborations**

Represent Food Bank and provide policy leadership on a regional, state, and national level.

- Represent CCFB on coalitions such as the Western Region Anti-Hunger Consortium, Health and Human Services Network, California Hunger Action Coalition, and other advocacy coalitions.
- As related to public policy, represent the Food Bank with media and national organizations providing a public face through formal presentations, interviews, and relationship management.
- Maintain relationships with research and advocacy staff at various local and national organizations including Feeding America and the Food Research and Action Center.
- Develop and cultivate relationships with local, state, and national hunger coalitions; member partner agencies; and other appropriate organizations.
- Attend policy conferences, forums, and similar events and share acquired information with employees and other stakeholders.

### **Create grassroots organizing structure**

Grassroots Organizing: Lead community meetings and train stakeholders on how to elevate their voices.

- Engage local grassroots stakeholders in state and federal policy campaigns.
- Conduct advocacy trainings for Food Bank member partner agencies and other community-based organizations with alignment on policy priorities.
- Work with member partner agencies to build their advocacy skills and connect them with legislators.
- Identify and work with food insecure neighbors to build their advocacy skills and connect them with legislators.
- Develop and expand voter education, voter registration, and get-out-the-vote efforts.

### **Legislative Office Engagement**

In conjunction with the co-CEO (Operations) and Board of Directors, develop, oversee, and operate an outreach plan to educate area legislators about organizational programs and services and policy agenda.

- Establish regular communication with elected officials and decision makers.
- Schedule meetings with elected officials in our service area.
- Develop tools to assist Food Bank members to advocate on their own for their issues.



- Develop The Emergency Food Assistance Program (TEFAP) fact sheet, district fact sheets, and return on investment fact sheets.
- Represent the Food Bank's policy position in Sacramento and Washington, DC through correspondence, public comment, and testimony at hearings.
- Schedule and coordinate elected official site visits to Food Bank, network member partners, distributions, and/or school programs.
- Regularly advise, consult, and inform policy makers and staff regarding issues affecting hunger and nutrition.
- Direct and facilitate the Food Bank's representation at the state-wide annual Hunger Action Day.

### **Hunger Research and Communications**

- Real time Engagement Profile (DEP) tracking for legislative touch bases in organizational database.
  - Build and maintain an internal database with research on hunger, poverty, and federal programs.
  - Interpret data and summarize research findings into comprehensive accessible reports.
  - Manage internal education about hunger issues, advocacy activities, and partner relationships.
  - Work with Marketing and Communications staff to create policy briefs, talking points, action alerts, and support materials for dissemination.
- Manage advocacy resources – Hunger Profiles, Fact Sheets, etc.
- Maintain and update Food Bank's digital advocacy presence – website, blog, social media.
- Provide support and resources for the publishing of op-eds and letters to the editor.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- Bachelor's Degree in Political Science, Public Administration, Government, Communications, or related field
- 2+ years' work experience in the non-profit or social service sector, preferably in the areas of Public Policy, Marketing/Public Relations, and/or Community Relations



- Ability to effectively communicate (written and oral) and work well with a variety of stakeholders from different socioeconomic and cultural backgrounds
- Willing and able to travel for the organization and work beyond normal working hours when necessary
- Demonstrated ability to problem solve, analyze data, make good decisions, attend to details, and manage projects
- Advanced computer skills (word processing, spreadsheet, email, Adobe, Photoshop, and/or other design software systems)
- Must have valid CA driver's license with good driving record.
- Must be insurable by CCFB company vehicle insurance provider.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*

*Central California Food Bank is an Equal Opportunity Employer.  
Central California Food Bank is a proud member of Feeding America.*



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**Central California Food Bank**  
Job Description Acknowledgement

	Public Policy & Advocacy		
Job Title:	Manager	Prepared By:	HR Manager
Reports To:	Co-CEO	Approved By:	Co-CEO
FLSA Status:	Exempt	Pay Rate:	\$69,000/Yr DOE

By signing below, I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date