

Job Title: **Advocacy Manager**  
Department: Communications Department  
Reports To: Communications Director  
Classification: Regular, Exempt, Full-time  
Location: Concord, CA

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**Do you want a career that allows you to make an impact in the lives of others through social change?  
Are you passionate about ending hunger in America?  
If so, we want to hear from you!**

The Advocacy Manager will employ strategic, legislative, political, and interpersonal skills to create and implement an advocacy agenda in a multi-jurisdictional system that increases awareness of the Food Bank's mission to end hunger in Contra Costa and Solano counties and beyond. Bring the Food Bank to a position of leadership in the community through strong relationships with partners at the local, state, and national level. Work collaboratively with internal and external stakeholders; promote nutrition, food assistance, and access to supplemental nutrition assistance programs for low-income residents of the region.

### **Responsibilities**

- Develop annual Food Bank legislative agenda with a focus on nutrition programs and services and track key anti-hunger, anti-poverty, and nutrition-related legislation.
- Represent the Food Bank's policy position and provide leadership at the local, state, and national level.
- Regularly advise, consult and inform policy makers and staff regarding issues affecting hunger and nutrition.
- Engage local grassroots in state and federal policy campaigns. Engage Board of Directors and volunteers in Food Bank policy initiatives.
- Develop and cultivate relationships with local and national level public officials, hunger coalitions; partner agencies; and other appropriate organizations.
- Educate and partner with key agencies to build their advocacy capacity.
- Direct and facilitate the Food Bank's representation at the state-wide annual Hunger Action Day.
- Build and maintain an internal database with research on hunger, poverty, and federal programs.
- Represent the Food Bank with media and national organizations through formal presentations, interviews and relationship management (as related to public policy).
- Create and distribute policy briefs, talking points, action alerts, and support materials.
- Conduct other key department management activities including creating an annual work plan and budget, and maintaining expense and income records.
- Other duties as assigned.

### **Qualifications:**

- Bachelor's degree with emphasis in public policy, nutrition, or non-profit management or a related field; or one to three years related experience and/or training; or equivalent combination of education and experience.



## Job Opening

- Experience in program planning with curriculum development, evaluation and management a plus.
- Ability to work under general supervision with limited guidance and direction.
- Ability to synthesize complex or diverse information; collect and research data; generate comprehensive reports, and design work flow and procedures to effectively meet deadlines.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Effective written and verbal communication skills.

### **Benefits**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **Other Information**

Travel comprises about 25-50% of job duties. We will consider a remote working arrangement with the potential for desk space at our Fairfield or Concord location.

### **To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Advocacy Manager." Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano**  
**Attn: Human Resources**  
**P.O. Box 6324**  
**Concord CA 94524**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer**