

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

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**The Policy and Advocacy Manager** employs strategic, legislative, organizing, and interpersonal skills to implement public policy changes in a multi-jurisdictional system that advances the Food Bank's mission to end hunger in Contra Costa and Solano counties.

### **Responsibilities**

- Directly supervise the Community Engagement and Advocacy Coordinator.
- Develop annual Food Bank legislative agenda to fight hunger and poverty at the federal, state, and local levels and track key anti-hunger, anti-poverty, and nutrition-related legislation.
- Represent the Food Bank's policy position in Martinez, Sacramento, and Washington, DC through correspondence and testimony at legislative meetings and public hearings.
- Provide support and ensure accountability with local, state, and federal CalFresh administrators to improve program access and participation.
- Regularly advise, consult and inform policy makers and staff regarding issues affecting hunger and nutrition.
- Oversee community engagement programs including listening sessions, advocacy training programs, educational policy-related events, and the Community Advisory Panel.
- Represent Food Bank in policy coalitions, with the media, and at public events to provide a face through formal presentations, interviews and relationship management (as related to public policy).
- Create and distribute policy briefs, talking points, action alerts, and support materials.
- Develop and cultivate relationships with local and national level public officials, advocacy staff at membership organizations like Feeding America and the California Association of Food Banks, anti-hunger coalitions; partner agencies; and other appropriate organizations. 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**

- A strong commitment to social justice and the Food Bank's mission to end hunger.
- One to three years related experience in public policy, non-profit management, or a related social-services field.
- Bachelor's degree with emphasis in public policy, nutrition, or non-profit management or a related field.
- Experience supervising and directing the work of others, preferred.
- Experience in program planning with curriculum development, evaluation and management a plus.
- Ability to work independently, take initiative, and assume responsibility for new and emerging projects.
- Proficient in Microsoft Windows and Microsoft Office Suite including MS Word, Excel and Outlook.

- Proficient in basic math concepts. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to synthesize complex or diverse information; collect and research data and design work flow and procedures.
- Ability to speak effectively before large groups and ability to develop strong working relationships with diverse and multi-cultural constituencies.
- Excellent written and verbal communication, interpersonal and time management skills.
- Strong critical thinking, problem solving, collaboration, and decision-making skills. Ability to thrive in a fast-paced environment where limited standardization exists.
- Bilingual English/Spanish a strong plus.
- Valid California Driver's license and insurance and ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate)
- Occasionally lift and or move up to 15 lbs.

**Additional Information**

This position requires about 25% travel including out of state.

**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, life insurance, 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.

**To Apply**

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

**Or by mail to:**

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Ave  
Concord, CA 94520**

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

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