



Director of Policy and Partnerships

Are you an experienced Policy Director looking to make a difference in the lives of 330,000 Alameda County residents? Are you passionate about the power of grassroots organizing, and want to apply your political skills to help one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — amplify its impact? If so, Alameda County Community Food Bank may be looking for *you* as our next Director of Policy and Partnerships (DPP).

Our nationally-recognized policy work is a critical component of ACCFB's mission — aiming to generate 75 million meals annually through systems change alone. The Director of Policy and Partnerships spearheads the strategic development and implementation of the Food Bank's policy agenda at all levels of government, as we work to strengthen safety net resources and advance racial equity and an inclusive economy. As an exuberant and passionate leader, the DPP manages a team of seasoned policy professionals, which engages our community in the movement to end hunger — marrying a strong commitment to equity and inclusion, advocacy, community organizing, government relations and strong partnerships with public and private organizations.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking. We have received Charity Navigator's top rating for 13 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS, AND ABILITIES

Required Competencies

- 8-10 years' experience in a leadership role within the social service, public policy, or government sectors.
- Minimum five years' experience working specifically on anti-poverty or closely related policy issues.
- Strong knowledge of and 5+ years of experience working within the legislative and budget processes at the state and/or federal levels.
- Minimum 5+ years of experience and track record of successes designing campaign strategy and organizing and mobilizing grass roots civic engagement.
- Minimum 5+ years of experience and demonstrated success managing high level staff, developing teams, creating budgets and annual workplans.
- Strong working knowledge of the political landscape and key players within Alameda County.
- Experience and proven ability to advance ACCFB's work on policy advocacy, government relations and community organizing.
- Track record of success developing and maintaining high-level individual and institutional collaborative and professional partnerships.
- Demonstrated commitment to approaching this work through an equity lens by embedding equity and justice principles into department strategy, policy agendas, organizing programs, and other initiatives.
- Strong analytical capabilities to interpret data, research findings and to synthesize conclusions.
- Practically and effectively apply statistics and research.
- Strong communication skills, must be an engaging public speaker and able to craft polished presentations.
- Ability to produce well-written articles and papers for public presentation.
- Must have impeccable judgement and ability to manage risk and ensure compliance with all rules and laws governing non-profit advocacy and voter engagement work.
- Ability to organize, prioritize work and meet deadlines.
- Strong computer skills including Microsoft office software, online advocacy and database programs, and web-based research.
- Valid California Class C Driver's License, insurable driving record and access to a vehicle.
- Flexibility to attend work functions outside of normal work hours, on weekends and evenings, as needed.

Preferred Qualifications

- Bilingual or multilingual in English and any of the many languages spoken throughout our diverse county.
- Knowledge of and experience with issues related to food security and food systems.
- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities; adept at tailoring communication style for a wide range of audiences and technical abilities.
- A visionary team leader that expects and ensures high-quality output; proven ability to motivate, inspire and encourage creative and out-of-the box thinking. Thrives speaking in front of groups of various sizes.
- Supremely organized; strategic thinker with the ability to develop and monitor plans/budgets 6- /12- /18-months out and keep multiple balls in the air at once.
- Consensus builder; commitment to building a positive work environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.
- Demonstrates humility, integrity and honesty; handles confidential information with discretion; inspires the trust of others.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward innovation and process improvement.
- Demonstrates respect for cultural differences and sensitivity to organizational power dynamics.
- Exhibits grace and is able to remain calm in high-pressure situations.
- A proactive and creative problem solver who drives for results and has the ability to overcome project setbacks. Sees opportunity in challenges.

PHYSICAL REQUIREMENTS

This work is primarily located in an office environment, but involves 20% of day travel and occasional overnight travel. Physical activities necessary in the performance of this job include the abilities to: sit and work at a computer workstation for up to five hours at a time; move throughout the Food Bank facility in performance of duties; bend, lift and carry up to 30 lbs. on occasion; communicate in clear speaking voice in person, before large groups and over the phone. Ability to move in and out of many offices and buildings during legislative visits. Must possess the physical ability to travel long distances by plane, train or automobile, and travel away from home for multiple nights.

*(** ACCFB is committed to complying with all laws that protect qualified individuals with disabilities. The company offers an interactive process for reasonable accommodation requests for any known physical or mental disability. **)*

BENEFITS AND COMPENSATION

This is a full-time, exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday, 1 hour unpaid lunch). This role is able to work a partial-remote schedule, but requires a minimum of 2 days per week on-site at our 7900 Edgewater Drive facility in Oakland. The non-negotiable starting salary is \$131,000 per year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 12 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with 5% employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and access to an interest, service fee and credit requirement-free short-term loan program after six-months on staff.

If you meet these qualifications and want to join our mission, please submit your *resume* and answer the application questions on our Careers page located at <https://www.accfb.org/about-us/careers/>

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Posted: August 10, 2023