



CAFB Job Posting: Capacity Building Manager

The California Association of Food Banks believes that food is more than just nourishment. Food is medicine, it is fuel for learning, it is a teacher of cultures, a convener of communities, and most of all, food is a fundamental right. And right now, 8 million Californians don't know where their next meal will come from. We are on a mission to change that.

We are proud to amplify the voices of food banks and of hungry Californians in our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and everywhere in between. We help drive public policies that enhance the safety net. We ensure that fresh produce and healthy proteins are accessible to all Californians. We connect hungry residents with nutrition programs. And of course, we support our 41 member food banks in their work to feed communities throughout our state.

Strategic and timely communication is core to the work of the California Association of Food Banks. As a statewide anti-hunger organization, we bring awareness to the pervasiveness of food insecurity throughout our state, educate about nutrition programs, activate around the policies impacting the nutrition safety net, and elevate the essential role food banks play in our society. As a membership organization, we make sure that food banks have the tools and resources they need to do what they do best: feed our communities.

Our Values

- Dedication—We are committed to ending Hunger in CA while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- Inclusion—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- Collaboration—We work with and support each other, our member food banks, partners, and the CA community.
- Transparency—We cultivate trust between each other and among our stakeholders through transparency.
- Accountability—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

The Team

CAFB's Programs Department funds and supports a network of 60+ community-based organizations throughout California that help their communities access food through CalFresh, the state's largest anti-hunger program. The Capacity Building Manager draws from their own experience, and that of the network, to put on events that strengthen partner effectiveness. Events take place online and in person and range from training sessions, to networking events, to workshops with outside experts. Topics build on CalFresh knowledge and outreach skills, leadership development, equity and inclusion, and program design. The Programs team values collaboration, positioning partners as experts, being strategic in programming, providing excellent customer service, and presenting information in interactive ways.

What You'll Do

- Network Capacity Building (90%)
 - Capacity Building Events
 - Plan and develop capacity-building programming for the network in conjunction with the Director of Programs and Programs Manager



- Develop event materials such as registration, agendas, presentation decks, handouts, and evaluations
 - Facilitate trainings, meetings, workshops and events, and coordinate day of logistics and follow up
 - Partner Support
 - Provide individualized thought partnership on topics including improving outreach programs, working with counties, CalFresh eligibility topics, and connecting to resources
 - Maintain subject matter expertise in the areas of partners, CalFresh, and training/facilitation
 - Solicit partner feedback on capacity-building activities, incorporate suggestions as needed, and address barriers to participation
 - Tool Development and Management
 - Model plain language in the creation and updating of slide decks, toolkits, websites, and other resources for the network that can be easily adopted and adapted by partners
 - Manage an email list-serve, ensuring all questions get a response, encouraging conversations to foster network community building, and inviting new participants
- Improve CalFresh access (5%)
 - Provide translation of complex concepts into plain language in English and a second language
 - Elevate the experiences, successes, and challenges faced by partner organizations and their communities
 - Contribute to statewide workgroups, as appropriate
- Organization and department responsibilities (5%)
 - Support the mission and values of CAFB
 - Participate in staff meetings, ad hoc or organization-wide committees or workgroups
 - Participate in professional development opportunities
 - Other tasks, as assigned

What You'll Bring

- 5+ years of experience in a role requiring strong interpersonal skills, excellent project management, and a desire to be in a role that requires continuous learning. Competitive candidates will have some of the following skills and experiences:
- Ability to
 - Communicate using plain everyday words
 - Work independently with minimal, remote supervision to meet deadlines and manage tasks
 - Engage in individual and teamwork that is detail-oriented, collaborative, intentional, and reflective
 - Develop deep trusting relationships with diverse individuals
 - Adapt tasks and priorities to fluid network and policy changes
 - Provide timely follow-through, generate creative solutions to challenges, and be resourceful
 - Speak, read, and write in a second language (preferred but not limited to Arabic, Cantonese, Mandarin, Russian, Spanish, Tagalog, Vietnamese)
 - Proficiently use Microsoft Office applications and other digital platforms such as Salesforce, Trello, etc.
 - Travel up to 15% of the time
- Experience with



- Nonprofit engagement and network building
- In-person and virtual meeting facilitation
- Leading interactive trainings and workshops
- Mentoring and supporting leaders in their development
- Adult learning theories and principles
- Developing resources, including toolkits, slide decks, fact sheets, learning activities, etc.
- BIPOC communities, low-income households, community outreach
- Lived experience with safety net programs like CalFresh, MediCal, WIC or navigating government-run systems

Reports to: Sr. Program Manager

Employment Type

- Full-Time, Exempt position with a standard 37.5-hour workweek.
- Based in Oakland, CA, with a hybrid work approach open to working remotely 2-3 days per week with Wednesdays required on-site.
- The salary range is \$65,520 - \$90,514 annually, depending on experience, with a midpoint target salary.
- Benefits eligible, including generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO.

Location: Our downtown Oakland headquarters are in a classic building near the 19th Street BART station. Both the building and the office are ADA-accessible.

About CAFB

The California Association of Food Banks believes that food is a fundamental right. Food is medicine, fuel for learning, a teacher of cultures, and a convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. We aim to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal-opportunity employer and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.

To Apply: visit <https://apply.workable.com/cafoodbanks/j/ACD51DC20F/>. Applications are accepted until the position is filled.