



Government Affairs Officer

Are you an experienced government and nonprofit relationship-builder seeking to make a difference in the lives of 330,000 Alameda County residents? Are you passionate about strategizing and maintaining partnerships for social good, 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 Government Affairs Officer!

Our locally-rooted systems advocacy work uplifts community and our network of 400 partners. A crucial responsibility of the Government Affairs Officer will be building relationships with public officials and institutions to enact policies and programs to solve hunger and address root causes. They will also be responsible for cultivating highly collaborative relationships with county and municipal elected officials and public administrative agencies and administrators at all levels of government to achieve ACCFB's mission.

Reporting to the Director of Policy and Partnerships, this role works to maximize public sector funding for ACCFB, to help synergize public sector and Food Bank programs, and to support the Food Bank's broader policy agenda in conjunction with the Senior Policy Advocate and Organizing team. In times of disaster or emergency, the position facilitates a coordinated response with the public sector. The Government Affairs Officer must work collaboratively throughout the organization to ensure the interests of the Food Bank and Food Bank programs are considered.

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

- 5-7 years of relevant work experience in coalition strategy and relationship building with both government and non-governmental organizations.
- Knowledge of the local administrative process.
- Knowledge of and experience with issues related to hunger and poverty.
- Proven track record of measurable success in advancing policy initiatives.
- 2+ years of experience managing public sector funding or government grants.
- Excellent verbal and written communication skills, previous experience speaking in public and crafting polished presentations.
- Highly organized with exceptional attention to detail; ability to prioritize and handle multiple assignments in a fast-paced environment.
- Experience working with people from diverse ethnic and economic backgrounds.
- Intermediate level computer skills including MS Office suite.
- Excellent judgement and strong relationship building skills; ability to handle high pressure situations.
- Strong analytical capabilities to interpret data and policies, research findings and to synthesize conclusions.
- Valid California Driver's License, insurable driving record and access to vehicle for spontaneous local travel.
- Ability to attend work functions outside of normal work hours, on weekends and evenings, as needed.

Preferred Qualifications

- Bilingual in English/Spanish or English/Asian language.
- Experience in a nonprofit environment with a variety of stakeholders and deeply rooted community values.

- Knowledge of and experience with issues related to food security and food systems.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, diversity and innovation.
- Impeccable integrity and honesty.
- Warm, congenial, and able to build and maintain collaborative working relationships.
- Strong work ethic with an orientation toward action, innovation, and process improvement.
- 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 35% of day travel and 5% overnight travel. Physical activities necessary in the performance of this job include: ability to sit and work at a computer for up to five hours at a time; ability to move throughout the 118,000 sq. ft. Food Bank facility in performance of duties; ability to bend, lift and carry up to 30 lbs. on occasion; ability to visit community settings and move in and out of many offices and buildings during legislative visits; ability to communicate in clear speaking voice in person, before large groups and over the phone.

*(** 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 \$89,500 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.

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