



## Director of Policy and Organizing

**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 Organizing (DPO).

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 DPO manages a team of seasoned policy & organizing 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.

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, justice and inclusion. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Direct strategic development and implementation of policy and systems change agenda

- Oversee the strategic development and collaborative implementation of the Food Bank's policy agenda; direct lobbying, government relations and grassroots organizing work to achieve policy goals.
- Direct the production and strategic dissemination of policy briefs, reports and original research.
- Oversee production of all advocacy materials; collaborate with marketing and communications team to produce newsletters, press materials, training and education materials, etc.
- Represent the Food Bank as a policy expert with local, state and national media; partner with Director of Community Engagement to produce Op-Ed's, LTE's and other earned media pieces.
- Ensure representation of the Food Bank's policy position locally, in Sacramento and Washington, DC through correspondence and testimony at hearings.
- Lead the organization's local policy strategy by building trusted relationships with government and community partners, advancing equitable policy priorities, representing the organization in coalitions and public forums, and securing public investment that strengthens food security, benefits access, and long-term community health.
- Direct the execution of all program-related convenings, events and related materials.

#### Develop high-impact organizing to advance the mission of the Food Bank

- Direct the Policy and Organizing team to regularly advise, consult and inform policy makers and staff regarding issues affecting hunger and nutrition.
- Direct the Policy and Organizing team to establish high-impact external organizing to pursue policy, systems and program change that promotes food security, racial justice, equity, and inclusion.

- Initiate and drive strategic organizing, such as with local and state and federal public agencies, to maximize food and funding to end hunger and support Food Bank general operations.
- Engage and activate ACCFB leaders to champion and operationalize policy agenda throughout the org.
- Engage ACCFB staff, the Board of Directors, agency partners, volunteers, and the Food Bank community at-large in policy and partner development initiatives.
- Engage and activate ACCFB's network partners to inform and champion our policy agenda.
- Ensure the Food Bank provides leadership support on advocacy coalitions, such as California Hunger Action Coalition, CA4SSI, Western Region Anti-Hunger Consortium, and Health Human Services Network.
- Represent Food Bank to other Feeding America food banks, other nonprofits, and donors.
- Identify and cultivate funders to support the Food Bank's policy, partnership and research goals.

### Community Engagement

- Direct the Policy and Organizing department members' work to engage grass roots in local, state, and federal policy campaigns; engage public institutions, organizations and community groups in local, state, and federal policy campaigns and systems change work; establish high-impact external organizing.
- Collaborate with Director Community Engagement & Marketing to develop and implement broadscale, high-impact communications and engagement strategies and campaigns that build the movement to end hunger.
- Collaborate with ACCFB's volunteer team to creatively and effectively engage ACCFB volunteers in advocacy.
- Direct the development of a strategic approach to community organizing to uplift community voice and power to inform and support ACCFB's policy agenda.
- Oversee ACCFB's voter education and engagement work to maximize participation in democracy while upholding ACCFB's non-partisan position.

### Lead a high performing Policy and Organizing team

- Serve as an influential member and collaborate with the leadership team to define the organization's long-term vision, mission, and goals; demonstrate, advance, and operationalize equity and inclusion principles.
- Lead a highly effective, collaborative, and innovative Policy & Organizing Department; establish and implement short- and long-term departmental/division goals, policies, and procedures that effectively meet immediate need & advance long term policy solutions to end hunger.
- Develop department strategy that ladders up to ACCFB's org-wide strategy and aligns the work of the Community Organizing Manager, Senior Policy Advocate, and Government Relations Officer to breakdown silos and ensure collaboration with each other and other food bank teams.
- Provide leadership, coaching and supervision to three direct reports. Establish annual goals/objectives and conduct on-going feedback and annual performance reviews
- Establish and maintain appropriate risk management oversight, internal controls, conservation of assets, and business continuity plans.
- Ensure strict compliance with all rules and laws governing non-profits' ability to lobby, support ballot initiatives, register voters, etc.
- Develop and manage department work plans and budgets, support ACCFB's finance team in completing the annual 990 and other audits relevant to P&O programming.
- All other duties as assigned.

### **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 belonging, accountability, transparency, community and hope.
- Commitment to human-centered social and racial justice work and a desire to make an impact in our community and beyond.
- Impeccable integrity and honesty.
- A sense of humor deftly combined with a can-do attitude.
- Innovative self-starter and problem solver; Flexibility with new and changing environments and situations.
- Strong work ethic with an orientation toward innovation and process improvement.
- Servant-leadership mentality with a sense of humor.
- Leads as an action-oriented big picture thinker, yet manages details with a high degree of efficacy, flexibility, and professionalism; brings a roll-up-the-sleeves, can-do attitude.
- Influencer who builds strong relationships and cares deeply about people's development and commits time and energy to coaching, mentoring, and developing team members.
- 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.

## **UNION REPRESENTATION**

ACCFB is in partnership with and has an established labor union for a portion of our staff. **This position *is NOT* part of the labor union OPEIU Local 29, at this time.**

## **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 3 days per week on-site at our 7900 Edgewater Drive facility in Oakland. The non-negotiable starting salary is \$164,124 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 Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Generous vacation, sick and holiday leave accruals.
- 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 employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

**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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