

Second Harvest Food Bank of Central Florida Job Description

Title: Director, Advocacy and Government Relations

Job Group Category: Exempt

Unit: Administration

Direct Reports: NA

Reports to: President & CEO

Labor Grade: E-5

Date of Last Revision: 5/9/2017

Position Summary:

Implements a wide range of strategic, analytic and campaign skills to develop and execute advocacy initiatives that engage Partner Agencies and the public to take action to advance Second Harvest Food Bank of Central Florida's (SHFB) public policy and legislative objectives. Analyze, track and summarize local, state and federal legislation. Develops and implements strategies to cultivate advocacy capacity throughout our Partner Agency network and online to increase our impact. In conjunction with the President and CEO, serves as a spokesperson on advocacy, hunger and SHFB before a range of audiences. Strengthens position of SHFB as the leading organization on hunger in Central Florida.

Principal Duties & Responsibilities

Essential Functions

1. Design and implement a wide range of strategies and plans to grow our online advocacy base, deepen engagement among advocates and increases the number of advocacy actions taken.
2. Develop and implement strategies to build Partner Agency advocacy capacity and engage them to advance the organization's public policy agenda.
3. Design and implement training for Partner Agencies to build advocacy skills and increase impact.
4. Provide strategic counsel to the President and CEO and the Board Advocacy Committee.
5. Provide regular and timely communication and education to staff, Board and partners regarding legislation, public policy and advocacy efforts, including action alerts, advocacy tools and legislative updates.
6. Collaborate with the Development Department on messaging and social media strategies, as well as on advocacy and policy content on FeedingAmerica.org and Hunger Action Center and other online advocacy portals.
7. Develop relationships and educate state legislators and county commissioners from our six-county service area.
8. Develop relationships and educate Orlando city commissioners on hunger in their districts.
9. Work with other organizations and low-income people to impact public policy on hunger.
10. Develop a local coalition of organizations and companies that will support SHFB legislative priorities.

Secondary Functions

1. Respond to requests for information on advocacy initiatives and public policy proposals.

Job Specifications

1. BA/BS in communication, government affairs, political science, public policy, sociology or social work strongly preferred.
2. 5+ years' experience in issue advocacy, grassroots mobilization or campaigns required.
3. Must have online and grassroots advocacy experience.
4. Excellent oral and written communication skills.
5. Strong understanding of the federal, state legislative and regulatory process and congressional committee structure.
6. Ability to think creatively and strategically as part of a team and within broad coalitions.
7. Proficient in MS Office applications.
8. Committed to organizational mission of ending hunger.

Competencies

Attention to Detail

- Double checks work for accuracy
- Verifies data or information before presenting it
- Carefully reviews their written work for any mistakes

Customer Focus

- Continually improves processes in order to meet and exceed customer expectations
- Actively identifies internal and external customer needs
- Tries to improve processes by carefully listening to customers

Dependability

- Maintains “heart” and the courage of their convictions, even when the going is difficult
- Takes responsibility for their own actions
- Meets objectives, targets and deadlines

Listening

- Gives people complete attention when they are talking
- Lets people share their views and opinions before offering their own
- Listens to understand, rather than to reply

Persistence/Perseverance

- Does not lose “heart” along the way, even when things get difficult
- Has the courage of their convictions
- Is assertive

Planning and Organizing

- Sets aside time for thinking, planning, and action
- Designs flexible time into their day to re-schedule or re-prioritize
- Paces themselves so they can meet goals or deadlines

Results Focus

- Is quick to identify and put a stop to wasted effort or effort that does not produce valuable results
- Encourages people to think about whether all of their efforts are adding value
- Demonstrates consistent enthusiasm for achieving results

Taking Initiative/Responsibility

- Volunteers to help others without prompting
- Actively looks for increased responsibilities
- Is willing to be accountable for their decisions or actions

Working Conditions

Office environment with travel required for outreach. Primary travel will be in Central Florida six-county area. Occasional trips nationally and within the state of Florida.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skill required of personnel so classified,

Review/Approval: Name:

Date: