



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: **Hunger Relief Federation Organizer**

Department: **Advocacy**

Reports To: **Advocacy Campaign Manager**

FLSA Status: **Exempt**

General Function: The Organizer is responsible for educating, mobilizing and activating Free & Local partners outside Milwaukee County under the Hunger Relief Federation of Wisconsin. The Organizer is responsible for teaching leadership skills to members, as well as engaging them to participate in anti-hunger advocacy. The Organizer builds the capacity of Free & Local partner organizations and Tribal Nations to feed people today while ending future hunger.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Strategically recruit Free & Local food banks and food pantries to become members of the Hunger Relief Federation of Wisconsin. Build and maintain relationships with new and existing members.
- Facilitate knowledge and capacity gains for members by connecting them to Hunger Task Force issue experts.
- Organize monthly phone conferences of the group assuring training on issues that correlate to Hunger Task Force calendar of events and key advocacy issues.
- In cooperation with members, organize an annual conference to create networking and skill building.
- Mobilize members to take action on agency advocacy campaigns, projects, and events.
- Develop, implement, and evaluate issue campaigns, including outline of key strategies, creation of timelines, execution of campaign, and evaluation of campaign activities.
- Plan and implement skill-building events and trainings for members.
- Represent the Hunger Relief Federation at appropriate public events, including coalition meetings, workgroups, and conferences.

- Provide monthly reports to Advocacy Campaign Manager to track effectiveness of organizing activities. Recommend modifications of strategy and practice that will enhance success of actions.
- Attend agency staff meetings, community meetings, and training opportunities.
- Assist with agency events and operations as needed.
- Assist in monitoring state and federal government nutrition programs, writing position papers, and tracking state and federal budget procedures.
- Monitor and update advocacy section of the website, social media and signboard to keep public messaging accurate and timely.
- Travel within state to meet prospects and members
- Work closely with the Development Department to help build the brand recognition of the Hunger Relief Federation.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards

of directors. Ability to deliver speeches and presentations in a wide array of different environments including schools, churches, community events, government agencies, special events, and conferences.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer

To perform this job successfully, an individual should have competency using Microsoft products including Contact Management systems; Project Management software; Excel, Word, PowerPoint, and Skype.

Certificates, Licenses, Registrations

Current driver's license and certificates in community organizing, community leadership, or lobbying.

Other Skills and Abilities

Conversational fluency in Spanish, Hmong, or Russian is desirable. Coalition-building skills or an understanding of workplace giving fundraising campaigns would also be helpful.

Other Qualifications

Knowledge or experience with public policy process and hunger, poverty, and nutrition program issues preferred. Must be able to work occasional evenings and weekends. Must have daily access to own transportation.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Salary Range: \$45,000-\$65,000