



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: POLICY ANALYST

Department: Administration

Reports To: Associate Director

FLSA Status: Exempt

General Function: The Policy Analyst works directly with the Associate Director and Executive Director to research and analyze data and reports to inform strategic decision making for the organization. The Policy Analyst works in collaboration with the Director of Advocacy to identify policy and research priorities. This position identifies, conducts, and disseminates research on federal nutrition programs to the Director of Advocacy and Advocacy Team staff. Organize, analyze, and visualize internal agency service data. Disseminate important nutrition program research to other agency staff and external constituents. Research responsibilities include identification and assessment of nutrition program issues, area needs and assessment studies, writing research reports, creating position papers, drafting and evaluating surveys, and collecting, organizing and manipulating research data.

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

- Identify, monitor, analyze, and synthesize current information from national, state, and local public agency databases and other sources regarding local, state, and federal nutrition program issues
- Working together with the IT Manager, determine and utilize appropriate technology for data collection, synthesis, and reporting.
- Collaborate with Leadership to streamline data management practices. Create and maintain dashboards that show real time statistics and descriptive analyses of

agency operations. Identify trends and make recommendations for continuous improvement.

- Create, combine, and update databases and research tools that inform and evaluate program participation within the Federal Nutrition Assistance Programs.
- Communicate the results of research, policy and data analysis through policy briefs, publications, web postings, presentations, and other means.
- Provide technical assistance and training to agency staff and outside affiliate groups as requested and directed.
- Monitor relevant research sources and produce summaries and alerts about key new studies for dissemination to staff, advocates and policymakers; proactively identify and report on trending issues in legislation and policy that impacts anti-hunger activism, including poverty and nutrition statistics.
- Research and synthesize relevant and trending information surrounding federal nutrition programs and issues; including the production of topical issue briefs on “trending” topics.
- Assist with quantitative aspects of grant applications, evaluation and reporting for awarded grants. When applicable, lead the evaluation process including the evaluation design, project management, data analysis, and report writing.
- Utilize mapping software/applications to highlight geographic trends in nutrition program or poverty information, as well as to illustrate trends around agency programs and to present public-facing resources. Creatively find the most clear and concise way to present multi-dimensional data.
- Draft, implement, and evaluate surveys based on agency needs.
- Analyze and summarize current, pending and proposed legislation as well as proposed and final regulations pertaining to federal nutrition programs. Prepare data and policy updates for agency staff, volunteers, external interest groups and policy makers.
- Produce reports and research papers that highlight national, state and local issues pertaining to the Federal Nutrition Assistance Programs.
- Represent organization at meetings, events, and conferences where appropriate.
- Review department publications for accuracy and policy consistency.

- Assist with other agency events and projects as assigned by Associate Director or Executive Director.

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.

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.

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

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

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 required; Master's degree (M.A.) in public policy, statistics, economics, or related field strongly preferred; 5+ years in Policy and/or Data Analysis preferred.

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.

Mathematical Skills

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Knowledge of statistical analysis required.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Contact Management systems; Project Management software; Spreadsheet software and Word Processing software. Ability to use or learn statistical programs such as SPSS, SAS, or Stata. Ability to understand and perform statistical analysis required. Experience with or ability to learn to use Maptitude GIS Software required. Experience with or ability to learn to use Microsoft Power BI required.

Certificates, Licenses, Registrations

Valid driver's license.

Other Skills and Abilities

Bilingual Spanish preferred. Ability to speak in front of diverse audiences authoritatively and with confidence.

Other Qualifications

Significant local travel required - must have a reliable vehicle.

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 talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

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 occasionally exposed to wet and/or humid conditions; moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

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: \$49,500-\$74,200