



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: **Hunger Relief Federation Manager**

Department: **Advocacy**

Reports To: **Director of Advocacy**

FLSA Status: **Exempt**

General Function: The Hunger Relief Federation Manager (HRF Manager) is primarily responsible for mobilizing community members and organizations to participate in anti-hunger public policy advocacy. The HRF Manager identifies, recruits, and trains agencies to participate in the Hunger Relief Federation, a statewide association of Free & Local partners. The HRF Manager is responsible for teaching leadership skills to members, forming executive advocacy committees, as well as engaging them to participate in the agency's anti-hunger advocacy efforts. As informed by the Director of Advocacy, the Hunger Relief Federation Manager is responsible for organization and oversight of Advocacy Department projects.

Essential Duties and Responsibilities: included below, other duties may be assigned.

- Recruit, train, mobilize and retain HRF membership that supports Hunger Task Force's mission and the strategic plan of Advocacy Department.
- Develop recruitment strategies utilizing NGPVAN database, stakeholders, and community leaders for identification of advocacy leaders willing to organize, lobby, educate and further our mission. Notifies Director of Advocacy regarding key leaders and potential partners in anti-hunger public policy advocacy.
- Maintain active and structured communication with statewide coalition partners, including organizing and facilitating regular HRF meetings and trainings
- Manage the organization of an HRF Annual conference and/or regional conferences as appropriate.
- Maintain an awareness of local and national political issues that impact the anti-hunger landscape.
- Develop and execute an annual training and education program for HRF membership

- Serve as a primary point of contact for potential HRF members. Attract new members through documented and targeted communications. Report monthly progress on recruitment dashboard.
- Build prospective and current member awareness and advocacy action through updated and targeted messaging.
- Update and monitor website, NGPVAN and other platforms to meet recruitment and membership action benchmarks.
- Assure member compliance with established quality standards (Standards of Excellence) and membership requirements.
- As assigned by the Director of Advocacy: develop, implement, and evaluate issue campaigns, including outlining key strategies, creating timelines, executing campaigns, and evaluating campaign activities.
- As assigned by Director of Advocacy: represent the agency at appropriate public events, including coalition meetings, workgroups, and conferences.
- Develop and maintain efficient systems for tracking actions taken by members on behalf of HTF mission. Develop and complete a scorecard and meet benchmarks to track organizing effectiveness.
- Manage and Mobilize Hunger Task Force's citizen advocacy network, Voices Against Hunger, to act on advocacy and development campaigns, projects, and events.
- Generate content for the HRF website, as well as the Voices Against Hunger Platform.
- Organize and coordinate projects, events, actions, and campaigns related to Advocacy as assigned by the Director of Advocacy.

Supervisory Responsibilities

This job supervises the HRF Organizer and Badger Box Coordinator

Competencies

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

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities including providing training and assistance to project interns.

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.

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.

Visionary Leadership – Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates. Initiates, fosters, and maintains strong collaborative partnerships and programs within diverse communities.

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.

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.

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.

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.

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; 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.

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 knowledge of Contact Management systems; Project Management software; Spreadsheet software and Word Processing software.

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: \$49,036 -\$70,564

