



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Advocacy Director

Department: Advocacy

Reports To: Chief Strategy Officer

FLSA Status: Exempt

General Function: The Advocacy Director is responsible for organizing the strategic objectives of the organization to end future hunger. This leadership position determines the course of action for the Advocacy Team directing and influencing outcomes that increase access to the federal nutrition assistance programs. The Director of Advocacy is a registered lobbyist and frequently interacts with high level community decision makers, government officials and donors.

Essential Duties and Responsibilities include the following (other duties may be assigned):

- Direct the Advocacy Team's short and long-term anti-hunger public policy strategies.
- Write an annual advocacy agenda detailing goals and outcomes for each of the federal nutrition assistance programs.
- Develop and maintain a broad-based network of individuals, organizations and corporations that consistently support and promote the agency's advocacy agenda.
- Assure that the agency's advocacy agenda is recognized/supported/adopted by key decision makers in government.
- Direct timely and appropriate community actions towards state and federal lobbying effort.
- Work with Analyst to formulate a dashboard of data that measures team outcomes by program.
- Oversee and guide the anti-hunger public policy work of organizations within the Hunger Relief Federation of Wisconsin.
- Solicit and support fund development goals by identifying potential donors, creating and supporting relationships with existing donors and meeting annual fund development targets.
- Recruit, select, supervise, train, and evaluate staff. Conduct probationary reviews and performance appraisals, mentoring staff for continuous performance improvement.
- Assure grant funded programs meet productivity outcomes.

- Monitor federal, state and local anti-hunger public policy; recommend public policy strategy to the Leadership Team; draft testimony, legislation, professional reports and official correspondence.
- Assure Public Policy goals and strategy align with best practices nationally, as well as emergent innovations.
- Maintain partnerships at the local, state, and national levels to advance our annual advocacy agenda and support the HTF Strategic Plan.

Supervisory Responsibilities

Directly supervises Advocacy Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Education and/or Experience

J.D. preferred. Fifth year college or university program certificate in political science, politics and government preferred; 5 years or greater progressive work experience as an issue advocate.

Certificates, Licenses, Registrations

If not currently, individual must register as a licensed lobbyist in WI.

Other Skills and Abilities

Bilingual skills preferred. Demonstrated ability to navigate local, state and federal government bureaucracies. Demonstrated ability work with legislators and/or their staff to achieve outcomes. Experience working with school district administration and individual school staff. Experience or familiarity working with non-profit organizations a plus.

Other Qualifications

Some travel required.

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Salary Range: \$84,300 - \$126,400