

POSITION DESCRIPTION

POSITION TITLE: PUBLIC POLICY MANAGER
FLSA: NON-EXEMPT
ACCOUNTABLE TO: CHIEF STRATEGY OFFICER

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

I. JOB SUMMARY

The Public Policy Manager will support Feeding Texas' general external communications and public policy advocacy, with the goals of increasing positive awareness of the Feeding Texas brand; increasing resonance with Feeding Texas' core messages among key audiences; and increasing the mobilization of these same audiences to take action in support of these messages.

Feeding Texas leads a unified effort for a hunger-free Texas. Since 1986, Feeding Texas has been moving millions of hungry Texans toward food security through a statewide network of twenty one food banks, strengthening the collective response to hunger through collaboration and scaling success, and leading the public conversation needed to solve hunger in Texas. Learn more at www.feedingtexas.org.

II. ESSENTIAL FUNCTIONS

A. External Communications (50%)

- Manage social media and online communications; assist with regular content generation, messaging campaigns and audience interaction as needed.
- Manage targeted and list-based communications. Develop regular stakeholder newsletter, assist with press releases & generating earned media.
- Manage general public & broadcast communications. Assist in implementing a coordinated communications plan and topline messaging, help develop general purpose organizational collateral and videos.
- Assist in mainstreaming client voices into all external communications.

B. Advocacy (50%)

- Coordinate advocacy campaign messaging and actions with member food banks, and build the capacity of member food banks to strengthen their engagement in same.
- Develop grassroots advocacy strategies in support of specific advocacy campaigns and generally spreading Feeding Texas' core messages.
- Coordinate and track all legislator engagement by Feeding Texas and food banks, including coordinating lobby days and scheduling lobby meetings for Feeding Texas staff.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- Two to five year's full-time, wage-earning experience in an external communications or advocacy position within a business environment and/or a non-profit organization.
- Bachelor's degree from an accredited college or university accredited is required. Equivalent experience may be substituted for education.
- Computer-literate with in-depth knowledge of relevant software such as MS Office Suite, Internet / social media and non-profit software.

B. Knowledge and Skills

- Excellent written, oral and interpersonal communication skills.
- Excellence organizational, planning, and problem solving skills.
- Knowledge of food insecurity / poverty issues and public-policy making preferred.

C. Desired Attributes

- Customer-service oriented
- Ability to juggle and adapt to multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment.
- Able to work independently with little or no supervision.
- Strong ethical character capable of exercising good judgment and discretion and handling confidential information.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 50 lbs., perceive depth, and operate a motor vehicle.
- Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.

V. COMPENSATION

Salary is commensurate with education and experience. Competitive benefits package.

To apply, send a resume and cover letter via email with "Public Policy Manager" in the subject line to ccole@feedingtexas.org. Application deadline: **August 22, 2016**.

Feeding Texas is an equal opportunity employer.