



Job Description

Job Title:	Advocacy Manager
Classification:	Full Time, Exempt
Department:	Policy
Reports to:	President/CEO

Job Summary

The mission of Montana Food Bank Network (MFBN) is to end hunger in Montana through food acquisition and distribution, education, and advocacy. The Advocacy Manager is responsible for increasing the education and advocacy efforts of MFBN, strengthening advocacy related collaboration/partnering with other organizations and associations on the local, state and national levels, increasing involvement of network partner agencies and clients in advocacy efforts, and increasing MFBN visibility and voice with policy leaders. Additionally, this position is responsible for compiling, analyzing and disseminating food insecurity and poverty data to key stakeholders and MFBN staff.

The Advocacy Manager supervises the staff position coordinating the Amplify program, which seeks to engage neighbors with lived experience of food insecurity. The Advocacy Manager supports additional department work as needed.

Duties and Responsibilities

Advocacy

- Develop biennial policy priorities in collaboration with Amplify Advisory Board.
- Track key anti-hunger, anti-poverty, and nutrition-related legislation.
- Regularly advise, consult and inform policy makers, staff and board regarding issues affecting hunger and nutrition.
- Engage local grassroots in state and federal policy campaigns.
- Educate network partners on public policy and partner with key agencies to build their advocacy capacity.
- Represent MFBN on various coalitions, committees and collaboratives.
- Build and maintain an internal database with research on hunger, poverty, and federal programs updating staff when new data is available.
- Serve as MFBN's expert on local and national hunger and poverty statistics.
- Manage internal education about hunger issues, advocacy activities, and partner relationships.
- Attend policy conferences, forums, and similar events and share acquired information with employees and other stakeholders.
- Maintain relationships with research and advocacy staff at various local and national organizations including Feeding America, the Food Research and Action Center and Center on Budget and Policy Priorities.
- Support MFBN's advocacy efforts on child nutrition programs, as needed.
- Collaborate with the Empowerment Specialist to elevate the voices and perspectives of individuals with lived experience of food insecurity in MFBN's advocacy efforts.
- Manage external policy communication through texting platform and e-newsletters.
- Participate in MFBN Communications Committee providing updated data and communications around hunger and poverty.

- Ensure the timely and accurate submission of data and reports to DPHHS, Feeding America, or other partners.
- Other duties as assigned.

Staff Supervision

- Provide direct supervision to the Empowerment Specialist, including review and approval of invoices, credit card reports, and time cards.
- Maintain regular communication and collaboration with the Empowerment Specialist on the direction of the Amplify program, sharing ideas and guidance as needed.
- Manage Amplify program grant funds coordinating with Development team for tracking and reporting.

Qualifications

- Commitment to MFBN’s mission and the alleviation of hunger in Montana through long-term policy change.
- Assurance to living out the core values of MFBN: Respect, Integrity, Responsibility, Justice and Equity.
- Strong written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to travel in-state and occasionally to out-of-state conferences.
- Perform any additional tasks and duties as assigned.

Competencies

- **Analytical** - Competency in data collection, analysis and dissemination through reports and visualizations.
- **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 and prioritizes projects; communicates changes and progress; completes projects on time and budget.
- **Interpersonal** – 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.
- **Team work** – Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit.
- **Attendance/Punctuality** – Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

Required

- Bachelor’s Degree in social work or social science field and/or 2+ years of experience in public policy, human services, or community organizing.

- Proficient in Microsoft Office Suite.
- Minimum of two years prior supervisory experience.
- Experience in digital communications (social media, e-newsletters).
- Valid Montana driver's license and insurable.

Preferred

- One or more years of experience working on anti-hunger, anti-poverty, or related policy advocacy.
- Individuals with lived experience of food insecurity are encouraged to apply.

Worksite

- MFBN's office is located at 5625 Expressway, Missoula, MT 59808.
- In office work required.
- Work hours: Monday – Friday, work hours can be flexible within 7:00 am to 5:00 pm business hours.
- Occasional travel within Montana and nationally may be required.

*Montana Food Bank Network is an equal-opportunity employer.
We celebrate diversity and are committed to creating an inclusive environment for all employees.
Offer of employment is contingent on the successful completion of a background check.*