Hunger Program and Policy Manager

Job Description

Reports To: Executive Director

FLSA Status: Exempt

Description:

For more than 40 years, the Arizona Community Action Association (ACAA) has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, ACAA develops and implements strategies to address and ultimately eliminate poverty from our communities.

ACAA is currently seeking an experienced Program and Policy Manager to provide primary direction for the SNAP Partnership, hunger outreach and education efforts, and involvement in federal and statewide anti-hunger initiatives.

Primary Responsibilities and Duties:

- Oversee the SNAP Partnership and ensure compliance with terms of all SNAP contracts and grants and monitor submission of timely reports:
  - Write and manage the SNAP Information Plan and State Outreach Plan in partnership with the Department of Economic Security
  - Create and provide monthly webinar meetings for policy updates and opportunities for convening partners to provide a platform for sharing best practices and dialogue with DES
  - Oversee the submission of timely monthly and quarterly reports to be submitted to DES by Support Specialist (SS) and Community Outreach Coordinator (COC)
  - Monitor the training and technical assistance provided to partners by SS/COC
  - Manage the SNAP Partnership ACAA Budget
  - Create a strategic plan for Partnership Application Outreach and recruitment targeted at partnership gaps in coverage for rural areas and vulnerable populations
- Supervise Outreach Support Specialist, Community Outreach Coordinator as well as interns when applicable
- Create and implement activities to enhance community and civic engagement and to educate the public about hunger, including but not limited to:
  - Forums and training events related to ACAA projects
  - Public awareness events such as SNAP Experience and Hunger Campaign
• Prepare and give presentations with statistical information, project reports and visual aids for general organizational communication efforts and specifically for hunger program initiatives at conferences and for community groups
• Participate in the internal/external organizational communications, including the member newsletter, website, and social media
• Develop and strengthen partnerships with agencies statewide to promote programs and policies that contribute to ACAAs’s mission
• Lead ACAAs’s hunger advocacy strategy to promote the development and implementation of public policy practices geared towards ending hunger
• Research, apply, and manage grant funding opportunities that support both advocacy and partnership work
• Brainstorm, create, and incubate new and innovative anti-hunger strategies

Knowledge, Skills, and Abilities:

• Commitment to Arizona Community Action Association’s mission
• Capacity to think systemically and focus efforts towards larger social issues and concerns; especially issues related to justice for low-income and traditionally marginalized communities
• Knowledge of program management including research, writing, grant preparation, budget preparation, working with partners, management information systems, tracking and reporting
• Excellent communication skills, both written and verbal. Ability to plan and organize work, meetings, and projects. Ability to present ideas effectively, both orally and in writing, Ability to analyze, interpret, and report research findings
• Ability to travel within and outside Arizona. Must possess a valid Arizona driver’s license
• Capacity to work evenings and weekends when needed

Minimum Qualifications:

The candidate must demonstrate a firm capacity to fulfill the duties and responsibilities of this position. While a bachelor’s degree and three years of applicable professional experience are the minimum standards for consideration, interested candidates who can demonstrate experience that has fostered the skills needed to fulfill the position are encouraged to apply.

How to Apply:

If interested, please email a cover letter and resume to Kelly McGowan (kmcgowan@azcaa.org) with the subject line: Hunger Program and Policy Manager. Please, no phone calls.

Resumes accepted until position is filled.

Arizona Community Action Association is an Equal Opportunity Employer.