

Job Title: Public Policy Manager
Status: Full Time (grant funded), Benefits Eligible
Reports to: Director of Public Policy

The Arizona Food Bank Network (AzFBN) is a 501(c)(3) nonprofit organization looking for a committed, community-minded person who values our vision of a hunger-free Arizona to join our team. The Public Policy Manager supports AzFBN's efforts to end hunger by advocating for improvements to nutrition programs that help Arizonans in need. This is a grant-funded position with funding secured for two years to focus on the Supplemental Nutrition Assistance Program (SNAP, formerly food stamps). AzFBN is actively fundraising to continue growing this important work (and perhaps expand to other focus areas) beyond this timing.

Position Description

If you have a passion for identifying and addressing the root causes of hunger, this position is for you! AzFBN works with partners throughout the state who implement food and nutrition programs that serve clients in need. As a facilitator, coordinator, and instigator, our work supports others in taking actions to end hunger and poverty.

The Public Policy Manager is responsible for research and analysis of existing and emerging anti-hunger policy areas at the state level for low-income children, families and older adults. Specifically, this position will explore ways to improve the implementation of federal nutrition programs in Arizona, primarily the Supplemental Nutrition Assistance Program (SNAP)—the country's most effective anti-hunger program. Using a landscape analysis and working in partnership with the Director of Public Policy, this position will evaluate ways to make SNAP more adequate, accessible, and equitable in Arizona, through both legislative and administrative pathways.

Primary Responsibilities:

- Update and refine SNAP state policy landscape analysis using existing statute, research, data, stakeholder interviews, Arizona's Cash and Nutrition Assistance Policy Manual, and other resources.
- Outline available state options to improve SNAP adequacy and accessibility in Arizona.
- Evaluate innovative approaches to new or expanding program and policy areas driven by data collection and analysis.
- Draft publications, including research/policy briefs, fact sheets for elected officials and the public, and other outreach materials focused on SNAP and other federal nutrition programs.
- Coordinate and represent AzFBN in meetings with state legislators and their staff, DES administration and other government staff to establish and strengthen relationships, raise awareness about food insecurity and discuss AzFBN's policy priorities.
- Support facilitation of an anti-hunger advocacy day at the State Capitol, in collaboration with food banks and partner organizations.
- Support facilitation of regular meetings with relevant coalitions, including the Arizona Basic Needs Coalition, the Arizona Anti-Hunger Alliance, and others.
- Participate in discussions with national partners, including Feeding America as the primary funder of this position.
- Collaborate with other AzFBN departments on cross-cutting efforts, as appropriate, including communications, community programs, development, and member services.

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Minimum Qualifications for Education, Training and Experience:

A well-qualified individual has strong interpersonal and communication skills, an excellent ability to gather and analyze complex data, and a basic understanding of federal benefits. A working knowledge of the legislative process in Arizona is a plus. A bachelor's degree in political science, public administration, public policy, or social work, or related professional experience, is required.

Other desired attributes:

- Excellent verbal and written communications skills.
- Functional knowledge of the legislative process.
- Strong ability to organize ideas and present findings in a logical manner.
- Strong data collection and analysis skills using Microsoft Excel or other relevant software.
- Ability to work on short deadlines and independently.
- Demonstrated ability to work with a diverse group of people in a team approach to build consensus and achieve successful results.
- Excellent organizational skills and attention to detail.
- Demonstrated self-starter with problem-solving ability.
- Ability to maintain positive working relationships with a variety of stakeholders and constituents.

AzFBN is currently operating in a hybrid model. Working on site in the Phoenix office and telecommuting are available. You must have a valid Arizona driver's license and willingness to travel within the state as needed.

Salary Range: \$53,000-58,000 depending on experience and qualifications

To apply: Please send a cover letter and resume to Ashley St. Thomas at ashley@azfoodbanks.org.