



Community Organizing Manager

- Are you an experienced government and nonprofit relationship-builder seeking to make a difference in the lives of hundreds of thousands of Alameda County residents?
- Are you passionate about strategizing and maintaining partnerships for social good, and want to apply your community-building skills to help one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — amplify its impact?

If so, Alameda County Community Food Bank could be looking for **you** as our next Community Organizing Manager.

Our systems advocacy work centers most impacted people in our community, including in partnership with our network of 400 community based organizations as well as neighbors, volunteers and other advocates. We strive to cultivate trust, build awareness, and mobilize our staff and larger community to take collective action and transform the root causes of hunger. The Community Organizing Manager is responsible for working with the Community Organizer and our whole team: to build narrative and culture shifts that support bottom-up leadership development and power-building in the East Bay.

Reporting to the Director of Policy and Partnerships, this role works to...

- Lead community leadership development strategy.
- Guide and support grassroots advocacy org partnership development.
- Build and deepen partnerships and collaborations with additional locally-rooted, values-aligned and issue-intersecting grassroots advocacy organizations.
- Collaborate with the Policy and Partnerships team (including the local/state/federal policy advocacy staff) and partner departments on voter engagement and supporting grassroots policy advocacy.
- Work with partners and coalitions to push for public sector accountability in policy implementation.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1 in 5 Alameda County residents. Our success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking. We have received Charity Navigator's top rating for 13 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Team Leadership & Organizing Strategy

- Develop and deploy ACCFB's organizing strategy in alignment with the org-wide strategic plan; maximize community participation in efforts to inform and advance the Food Bank's policy agenda.
- Collaborate with the Director of Policy, Senior Policy Advocate and Government Relations Officer to ensure that ACCFB's organizing strategy is aligned to legislative priorities and org goals for positively engaging the public sector.
- Lead the evaluation of organizing, mobilizing, and engagement strategies and campaigns — define and track success metrics, communicate findings and implement improvements.
- Identify and cultivate mutually supportive partnerships with other organizations and coalitions that are doing similar organizing and mobilizing work to support our policy agenda and voter engagement and education efforts.
- Provide supervision, leadership and mentorship to the Community Organizer; offering ongoing feedback and opportunities for growth and professional development.
- Partner with the Director of Policy and Partnerships to uplift community voice and to share key insights with other teams, including Leadership Team, and to facilitate follow up conversations and connections as needed.

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Mobilize Community Support For Our Policy Agenda

- Develop and execute organizing campaigns that grow the number of community members, clients, volunteers, member agencies, donors and staff who engage as community advocates.
- Develop and execute advocacy campaigns to mobilize community advocates to take action in support of ACCFB's policy priorities.
- Cultivate and support internal staff engagement with advocacy events to help connect the dots between advocacy and achieving our mission.

Mobilize Community Support For Our Policy Agenda (Duties & Responsibilities Continued)

- Lead the development of events, outreach materials, and trainings that support organizing and mobilizing advocates.
- Ensure broad community engagement with Food Bank advocacy events such as Hunger Action Day, Hunger Action Month, voter education and engagement, and other policy initiatives.
- In collaboration with the Government Relations Officer, provide opportunities for community members to engage with elected officials, to establish and maintain productive dialogue with elected officials

Get Out The Vote

- Develop and execute the Food Bank's non-partisan voter engagement and education campaigns.
- Support the Director of Policy and Partnership to ensure that ACCFB is compliant with all laws and regulations governing 501c3 engagement with lobbying, advocacy and especially related to elections.

All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- Minimum 5-7 years of social justice organizing experience; demonstrated ability to develop and lead successful organizing and mobilizing campaigns that include multiple modes of engagement.
- At least 3 years' leadership experience, developing and executing organizing strategy as well as motivating, training, and supervising at least one direct report.
- Proven project management skills, including ability to manage multiple priority projects simultaneously.
- Demonstrated success in growing and developing an organized base of members, constituents, or community members to achieve organizational goals.
- Skilled facilitator and trainer; able to plan and run effective and inclusive meetings and trainings, and hold space for challenging conversations.
- Demonstrated knowledge of how to lead organizing, advocacy work within a non-profit organization and pursuant to laws governing 501c3 activities, including experience directing and training others on the limitations of compliant activities.
- Deep knowledge of organizing work and past campaigns and leaders in the San Francisco Bay Area; particularly related to hunger and poverty.
- Knowledge of Alameda County & City of Oakland social, political, and economic landscape, ideally at the neighborhood level.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities and engage them in conversations around complex issues of race, inequality and justice; adept at tailoring communication style for a range of audiences and technical abilities.
- Ability to design and execute program evaluation, evaluate your own practice as well as coalition work; adept at seeking, implementing, and offering feedback.
- Highly skilled communicator; able to adapt to different audiences and spaces; excellent public

speaker.

- Experience in planning and hosting community-centered events and meetings.
- Strong organization and tracking skills. Able to keep projects moving, pay attention to detail, make sure things don't slip through the cracks, and meet deadlines.
- Understanding of lobbying and government relations work within a non-profit setting, and how to design an organizing strategy that supports, uplifts, and informs that work.
- Strong computer skills, including proficiency with MS Office Suite (Word, Excel, Outlook, Teams, PowerPoint) and relational databases and online organizing tools such as Salesforce, Pardot and Voter Voice.
- Valid CA Driver's License with an insurable driving record and access to a vehicle. This position requires regular local travel within Alameda County.
- Ability to attend work functions outside of normal work hours, on weekends and evenings, as needed.

Preferred Qualifications

- Bilingual Spanish-English, Cantonese-English, Vietnamese-English, or Mam-English.
- Deep roots and relationships in Alameda County.

PERSONAL ATTRIBUTES AND VALUES

- Must have impeccable judgment; ability to make excellent decisions in the field on behalf of ACCFB.
- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation, and diversity.
- Deep belief that an organizer's job is to help people step into leadership and drive change in the issues that impact their lives and help them to thrive.
- A learning-orientation: humility and willingness to learn and grow; tendency to remain self-aware; sets and holds high expectations for self and others.
- Warm, congenial, and able to maintain cooperative working relationships.
- Strong team player; flexibility to balance operational and community needs.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation toward innovation and process improvement.
- Solutions-oriented critical thinker; able to identify and address problems as they arise; comfortable taking control of challenging situations; knows when to elevate issues to Director.

PHYSICAL REQUIREMENTS

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Physical activities necessary in the performance of this job include: ability to sit and work at a computer for up to five hours at a time; ability to move throughout the 118,000 sq. ft. Food Bank facility in performance of duties; ability to bend, lift and carry up to 30 lbs. on occasion; ability to visit community settings and move in and out of many offices and buildings as part of organizing activities; ability to communicate in clear speaking voice in person, before large groups and over the phone.

COMPENSATION AND BENEFITS

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5-hour workday; 1-hour unpaid lunch). The non-negotiable starting salary for this position \$89,544 per year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

If you meet these qualifications and want to join our mission, please send your *resume* and answer the *application questions* on our careers page located at accfb.org/careers/

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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