

Center for Food Action (CFA) Job Description

Title: Director of HFNJ

FLSA: Exempt

Reports to: Executive Director

Dept.: HFNJ

Prepared by: MGMT

Date 2/2022

Summary: Develop and coordinate a comprehensive approach to solving hunger through a strategic combination of state and federal advocacy and local grassroots activism to ensure food security for all New Jerseyans. Build awareness of the policies and practices, which create barriers to food security and, develop partnerships and coalitions to address these obstacles through education, advocacy, and social action.

Essential Duties and Responsibilities *include the following:* other duties may be assigned:

- Provide information about the extent, nature, and cause of hunger in NJ to all audiences including the public, state and federal policy makers, educational and civic organizations, foundations, emergency food providers and other non-profit organizations.
- Coordinate diverse stakeholders to develop a vision for healthy food access and build and strengthen partnerships and coalitions to improve access to federal, state and emergency network feeding programs.
- Develop and oversee education and training to the emergency provider network, including listening, sessions and collaborating on building access to food security.
- Educate and enlist support of state and federal legislators and state agency Commissioners, Directors, and staff about the need for legislative and regulatory fixes that will help overcome barriers to participation in feeding programs.
- Oversee the Landscape of Hunger in New Jersey initiative to build the skills of those with the lived experience of hunger and food insecurity and be a voice for change through advocacy.

- Be primary contact for HFNJ funders, cultivate potential grant makers and write grants, ensure funded initiatives take place and proper reporting occurs in a timely manner.
- Work with Food Research and Action Center (FRAC), Anti-Poverty Network of New Jersey (APN), NJ SNAP Working Group, NJ WIC Directors, College Campus Hunger Network, Community Food Bank of New Jersey (CFB) and other organizations to strengthen the safety net and address the systemic issues related to hunger and food insecurity in New Jersey.
- Serve as an expert on federal, state, and local food assistance programs.

Other Duties:

- As assigned.

Supervisory Responsibilities:

This position supervises Coordinator of Advocacy and Education, Communication Specialist and Community Organizer.

Qualifications *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Strong understanding of federal and state feeding programs and emergency food providers' network.
- Experience advocating 'for a cause'.
- Strong presentation skills and ability to speak in public before government officials and public groups.
- MPA, MSW preferable, or B.A., B.S., specializing in Political Science, Government Affairs, Public Administration, or equivalent experience
- Must have valid driver's license and must have the ability to travel within New Jersey for hearings and internal and external meetings.
- Must be passionate about the organization's mission and its impact on the community.

Physical Demands/Work Environment *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Currently this position is a hybrid of working remotely and attending various hearings and external meetings.