

# ***Feeding Southwest Virginia***

## ***Job Description***

Position Title: **Neighbors Empowerment and Advocacy Manager (Grant Position-guaranteed position for one year)**  
FLSA Status: Exempt  
Salary Grade: 11  
Department: Community Solutions Center (CSC)  
Location: Community Solutions Center and other FSWVA Communities  
Supervisor: Chief Executive Officer  
Supervises: None  
Revised Date: 8/3/22

### **Position Purpose:**

The Neighbors Empowerment and Advocacy Manager will support the mission of Feeding Southwest Virginia and is responsible to design and implement a meaningful way to gain input from neighbors you serve about what federal, state, or local policy campaign to advance to help improve their economic well-being.

Recruit, provide space, guidance, and support for neighbors you serve who are interested and able to become neighbor's grassroots leaders for an advocacy and organizing campaign to advance your communities.

Strengthen the CSC Council in NW to address critical and social challenges that are barriers to economic development, workforce development and food insecurity.

### **Position Essential Functions and Responsibilities:**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below:

### **Position Responsibility (Expected Work)**

1. As the Neighbors Empowerment and Advocacy Manger, he/she must demonstrate a professional demeanor in interactions with all FSWVA staff and government officials.
  - Stays informed and consistently practices the policies and procedures of Feeding Southwest Virginia, Feeding America national office regarding compliance.
  - Possesses knowledge of Feeding Southwest Virginia and all programs.
2. The Neighbors Empowerment and Advocacy Manager reports to the Chief Executive Officer.
  - Collaborate with senior leadership, the CSC Council, community advocates and organizations to develop and implement a Neighbor Empowerment and Advocacy Program according to the 2022-2026 Strategic Plan.
  - Assist in identification of 3-5 top community needs of NW Community.
  - Develop and implement a plan of communication between the CSC Council, NW neighbors, FSWVA leadership and policy makers.
  - Recruit and evaluate skills, attitude and knowledge competencies, as well as, performance levels for target potential leadership cohorts.
  - Assist FSWVA and the CSC in setting priorities, including participating in ongoing planning activities and program deployment as it aligns with the FSWVA current strategic plan.
  - Develop and facilitate a youth advisory council representative of the area.
  - Work to raise FSWVA's CSC visibility and standing in the community as a leader in anti-hunger policy and advocacy.

### **Other functions:**

- Promotes a cooperative spirit within the organization and among internal and external participants.
- Performs other duties as assigned by the Chief Executive Officer, Chief Operations Officer, and the Director of the Community Solutions Center.

**Diversity:**

Demonstrates a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

**Interface: Responsible in maintaining positive relationships**

- Internal and external audiences.
- Key contacts as directed by the Chief Executive Officer, Chief Operations Officer and Director of the Community Solutions Center.

**Minimum Skills and Qualifications required to capably perform in the position**

**Training, Education and Experience:**

- Associated degree required or equivalent combination of education and/or 2 years' experience in a related field.

**Knowledge, Skills and Abilities:**

- Ability to work well within a diverse team environment;
- Exceptional written and verbal communication skills and attention to detail
- Demonstrated independent judgment and problem solving skills
- Experience with or knowledge of social service/hunger issues a plus
- Demonstrated commitment to Food Bank's core values and Food Bank's Mission
- Able to work independently under minimal supervision.
- Must be able to understand instructions and effectively demonstrate quality results.
- Possesses a willingness to learn.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

**Language Skills:**

- Must have professional written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with constituents, partners, Board and staff members.

**Mathematical Skills:**

- Ability to perform basic math functions.

**Technical/Computer Skills:**

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position including but not limited to printer, multi-use copier, and phone system.

**Other Skills and Abilities:**

- Ability to maintain confidentiality at all times.
- Must be reliable and dependable.
- Positive work ethic, good relationship management skills and team-oriented attitude.
- Maintain compliance with established Food Bank directives, policies and external regulations.

**Licenses and Certificates:**

- Valid Driver's License and own transportation to work required.
- Maintain safe driving record in driving company vehicles.

**Team Commitment:**

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

**Flexibility:** Be willing to work overtime and mandatory days set forth by the organization on short-notice. Be willing to work flexible coverage.

**Physical Demands:**

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in an office setting within the food bank. This position requires sitting at a desk for long periods of time and involves extensive computer work with frequent interruptions. Routine travel to meetings, functions, and special events is normal. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to push, pull, lift, and/or carry objects. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Frequently, conducts work in an external environment, which requires driving. Conducts work in a fast paced and deadline driven environment.

**Work Environment:**

*Feeding Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.*

I understand the requirements of the job

Employee: \_\_\_\_\_  
(Please print name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Employee Signature)

Supervisor: \_\_\_\_\_  
(Please print name)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Supervisor Signature)