



Director of Communications and Policy

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

*The **Director of Communications and Policy** leads Inter-Faith Food Shuttle's Office of Communications, Policy & External Affairs. The position is responsible for advancing the brand, mission, strategic objectives, and revenue goals of Inter-Faith Food Shuttle through the delivery of an effective communications program, building of alliances with organizations and communities working on issues related to food insecurity and its root causes (including but not limited to systemic inequities, social drivers of health and food systems), and application of a strategic approach to securing grant funding. The Office also supports the government contracting endeavors of Food Shuttle. The Office of Communications, Policy & External Affairs comprises a Communications team, (effective 2nd quarter of 2024) a Policy & Advocacy team, and a Grants & Government Contracts team. The Director of Communications and Policy provides the oversight and leadership to integrate and ensure the effectiveness of these functions and, at times, directly contributes to them.*

DUTIES AND RESPONSIBILITIES

Communications

- Lead the planning, development, and implementation of a comprehensive and strategic communications program. Ensure consistency across the organization.
- Develop, sustain, and steward the Inter-Faith Food Shuttle Brand.
- In collaboration with the Director of Development and Development Team, develop case for support.
- Lead the planning of a media and marketing plan to increase awareness of Inter-Faith Food Shuttle.
- Oversee operation of a communication function that serves and supports the external communication needs of Inter-Faith Food Shuttle.

Policy & Advocacy

- Working with the input of the Senior Leadership Team and the Director of Development, lead the development of a public policy platform that addresses food insecurity issues and related public policy issues including social justice solutions to hunger and food insecurity and recommend to the Executive Leadership Team a platform and high-level plan for advancing the platform.
- Serve as primary liaison between Inter-Faith Food Shuttle and local, state, and federal legislative representatives regarding Food Shuttle's work and public policy platform.

- Position Inter-Faith Food Shuttle as an expert source of information and analysis to federal, State, local governmental bodies/legislators/policymakers.
- Keep abreast of Federal/State/Local laws/bills/policies. Channel and coordinate communications of advocacy via PR; Agency Partners and other appropriate networks to deliver message(s) to the public and appropriate officials.
- Maintain awareness of Feeding America and Network Member activities including Feeding the Carolinas and act as liaison to align when appropriate.
- Cultivate partnerships between Inter-Faith Food Shuttle and likeminded organizations focused on hunger, equity, health, climate change, and other sectors where there are clearly identified synergies with Food Shuttle mission and strategic goals.
- Strategically identify, build/support others' building of relationships with stakeholder leaders critical to Food Shuttle's advancement, with a focus on funders, business leaders, advocates, and influencers.
- (When Policy & Advocacy Team staff is in place) Oversee activities to build the capacity of Inter-Faith Food Shuttle's Agency Partners and members of the community to self-advocate.

Grants & Government Contracts

- Oversee and lend strategic support to Inter-Faith Food Shuttle's grants function, ensuring that it both helps to supports the organization's revenue needs through significant revenue generation and helps to support the strategic objectives and goals of the organization by securing grants from funders willing to fund work beyond the core functions and existing programs of the Food Shuttle.
- Oversee and provide direct government relations support as needed to Food Shuttle's government contracts function.

Administrative

- Provide management and coaching to direct reports and the Communications, Policy & Advocacy, and Grants & Government Contracts teams.
- Prepare and manage the Expense Budget and spending for Communications, Policy & Advocacy, and Grants & Government Contracts teams.
- Accountable for the grants portion of Food Shuttle's Revenue Budget.

QUALIFICATIONS

- Commitment to living Inter-Faith Food Shuttle's value of naming and challenging inequity, even and especially when it is difficult, to create a hunger-free future for our community.
- 5+ years of combined experience in communications/public relations and government/government or legislative relations/public policy. Management or team leadership experience in these fields. Prior nonprofit experience is highly desirable and grants experience is a plus. Proven track record in strategic communications, media relations, social media, stakeholder relations, and writing, editing and production of newsletters/published reports.
- Highly strategic orientation and strong organizational skills.
- Excellent written and oral communication skills.
- A relationship-centered approach, including a supervisory style that meets each direct report where they are, recognizes their expertise and potential and supports them on their professional journey.
- Bachelor's or Master's Degree (preferably public relations, communication, marketing, or journalism).

CORE COMPETENCIES

- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Strategic Thinking:** The ability to analyze the organization's competitive position by considering market and industry trends, existing and potential customers (internal and external), and strengths and weaknesses as compared to competitors.
- **Building Collaborative Relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
- **Persuasive Communication:** The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences; identifying and presenting information or data that will have a strong effect on others.
- **Managing Performance:** The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.

WORKING CONDITIONS

The Director of Communications and Policy is a member of Inter-Faith Food Shuttle's leadership team and reports to the organization's Chief Operating Officer.

This role requires work in an office setting as well as at meetings with other organizations and community members at offices and public spaces across the community. This person will also attend conferences and external events, some of which occur after regular business hours during the work week and on weekends.

PHYSICAL REQUIREMENTS

- May sit for extended periods during the day.
- Computer work is expected, with extended hours as needed.
- Must be able to lift 20 pounds.

DIRECT REPORTS

- Communications Manager
- Communications Coordinator
- Manager of Grants and Government Contracts
- (Effective Q2 2024) Manager of Policy and Advocacy

COMPENSATION & BENEFITS Pay Rate: \$65,000-70,000 annually. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid time off (PTO) and 10 paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills, and experiences.