



ISLAND HARVEST POSITION DESCRIPTION

TITLE: Government Relations Liaison

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DEPARTMENT: Development

FLSA: Exempt

PREPARED: 06/08/20

JOB SUMMARY:

Our Government Relations Liaison will develop and coordinate all government relations activities, maintain all relationships with electeds and their staff, and leverage potential funding and legislative opportunities to enhance our hunger-relief work.

DUTIES AND RESPONSIBILITIES:

- Serve as a key resource in daily coordination of advocacy efforts across local, state, and federal levels of government
- Work closely with our president & CEO, public relations, development team, lobbyists and social media liaison to coordinate all the organizations' advocacy resources that meet a variety of broad and/or tailored needs.
- Evaluate and develop organizational communications on advocacy strategy, successes, and challenges. This includes working closely with other departments to assess their information needs and helping to create efficient solutions.
- Develop, write, and produce materials to keep Island Harvests' internal departments and external audiences up to date on our advocacy efforts. This may include briefings, presentations, communications resources, campaign progress updates, and meeting agendas.
- Coordinate internal communications, including scheduling meetings, notetaking, identifying action items, tracking deliverables, and producing reports on our government relations and advocacy work.
- Strategize and plan meetings with electeds and staff as well as conferences (locally, regionally and nationally) and report to the president & CEO and other relevant staff
- Work with Grants Manager and Finance Coordinator and other staff in order to track proposals and program budgets, manage deliverables, and track compliance with lobbying reporting requirements.
- Identify, recommend, and support the implementation of opportunities for strategic analysis and documentation of best practices for multiple audiences, including legislators, partner organizations, and first spouses.
- Coordinate advocacy efforts with similar work done at the local, regional and national levels with other hunger relief and like-minded organizations



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DUTIES AND RESPONSIBILITIES (Con't.):

- Track progress against our advocacy goals and actively gather and synthesize resources to ensure goal attainment.
- Maintain a current external outreach list by stakeholder audience to execute targeted communications in a timely manner.
- Attend and serve as a representative of Island Harvest Food Bank at external meetings with stakeholders, elected officials, and coalitions.
- Support participation at conferences (if we are participating) including submitting session proposals, ordering and shipping promotional materials, and liaising with conference speakers and organizers. Maintain inventory of promotional items for Advocacy team.
- Perform other duties as assigned.

SUPERVISION:

Received: President & CEO and Public Relations Consultant

Given: None

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in political science, public service, management, or a related discipline preferred.

Experience: 2 plus years of community engagement, marketing and/or public relations experience with successful experience in advocacy, government relations and/or politics. Demonstrated success in the development and execution of community engagement, and communications, and/or marketing programs is essential. Experience creating and executing annual strategies and a history of working with all levels of professionals, elected officials and their staff as well as C-suite required. Prior non-profit experience is a plus, as is being bi-lingual (English/Spanish). Project management experience and/or relationship management experience is also an asset.



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KNOWLEDGE AND ABILITIES :

Knowledge of:

- Proficient knowledge of computers, Microsoft Office and Outlook required.
- Working knowledge of office equipment and computer hardware and peripheral devices.
- Basic geographical knowledge of Long Island.

Ability to:

- Manage multiple projects simultaneously with minimal supervision.
- Represent Island Harvest to the highest standards.
- Advocate on Island Harvest's behalf with elected government officials and their staff.
- Work with diverse populations and tailor communications effectively.
- Write reports, business correspondence, feature articles, and informational materials.
- Effectively present information to electeds, senior management, public groups, and/or boards of directors.
- Ability to read, analyze, and interpret general business periodicals, professional journals, governmental regulations.
- Deal with difficult individuals while still remaining professional and courteous.
- Establish and maintain effective working relationships with others.
- Adjust to changing priorities.
- Plan and organize work to meet schedules and deadlines.
- Work under pressure and meet multiple deadlines at a given time paired with excellent attention to detail.

Other:

- Demonstrated interest in hunger relief and anti-poverty issues.
- Demonstrated passion for public policy, education, and/or federal nutrition programs is preferred.
- Must possess Integrity and discretion, and a strong work ethic.
- Must exhibit poise and professionalism in working effectively with a wide range of stakeholders.
- Must possess short- and long-range planning and follow-through skills.
- Must have demonstrated strengths in working independently and proactively in a dynamic entrepreneurial environment: leading projects, meeting multiple concurrent deadlines, and organizing time and priorities.



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KNOWLEDGE AND ABILITIES (Con't.):

Other (Con't.):

- Excellent writing, interpersonal and organizational skills.
- Must be a creative thinker.
- Have the desire to work in a fast-paced environment.
- Want to help others.
- Must have excellent information management and organizational skills with a demonstrated attention to detail.
- Be a self-starter who can take direction and contribute ideas.
- Have the ability to work independently on projects while meeting deadlines.

Communication: Must possess excellent speaking, writing, interpersonal and presentation skills.

WORKING CONDITIONS:

Environment: Indoors, office environment and outdoors.

Working Hours: Regular business hours. Must be willing to work nights weekends and/or holidays, as needed.

Physical Requirements: Must be able to carry up to 30 pounds.

Use of Equipment: Frequent use of computer and other basic office equipment.

Travel: Frequent, up to about 15% of work schedule, throughout the region, as necessary. Must possess a valid driver's license and reliable vehicle.

To perform this job successfully an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed above 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.

Island Harvest, LTD is an Equal Opportunity Employer.

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Prepared by: Randy Rosenberg

Date: 06/08/20