

Government Affairs Manager

Position Available

The Food Research & Action Center (FRAC) is seeking a talented and experienced **Government Affairs Manager** to support its legislative initiatives. The person in this position will have the ability to contribute to the diversity of ideas and backgrounds on the FRAC Team. This position reports directly to FRAC's Director of Government Affairs and works closely with the Senior Government Affairs Lobbyist, and other teams within the organization. Currently, FRAC is operating remotely. When it is safe to return to the office, this position will require some in-person meetings and work.

Organizational Background

FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. In partnership with hundreds of national, state, and local nonprofit organizations, public agencies, corporations, and labor organizations, FRAC strives to build a nation in which all people have the nutritious food they need to lead healthy and productive lives.

The **Government Affairs Manager** will provide programmatic and related support for FRAC's legislative advocacy efforts on Capitol Hill and with FRAC's state and local network of anti-hunger advocates. The Manager also provides support with FRAC's network outreach, coalition building, policy conference and special meetings planning and coordination, e-advocacy, and overall support for FRAC's government affairs priorities. Experience in legislative advocacy – traditional, social and digital is a prerequisite. Leading candidates also will have a demonstrated ability to accurately grasp, articulate, and advance FRAC's mission and act effectively in collaboration with multiple stakeholders.

Key responsibilities include, but are not limited to:

- Assists with the development and implementation of FRAC's legislative agenda, including extensive contact with and support to FRAC's network of state and local anti-hunger advocates.
- Coordinates FRAC's communications and scheduling with Capitol Hill offices.
- Manages FRAC's e-advocacy efforts, including developing action alerts.
- Collaborates closely with program and communications staff to develop briefing materials, fact sheets and other education, communications, and legislative materials.
- Represents FRAC at events on Capitol Hill and with national coalition partners.
- Provides support to the planning of FRAC's annual policy conference with external conference consultants and conference cosponsors.
- Provides support to FRAC's Director of Government Affairs and Senior Government Affairs Lobbyist.

A well-qualified candidate will possess the following:

- Bachelor's or advanced degree with at least five years of legislative advocacy or Capitol Hill experience.

- Working knowledge of federal agencies, Congress, and the legislative process at the federal level.
- Strong analytical, written and verbal communication and research skills, especially in policy and legislative analysis.
- Strong organizational skills, including ability to multitask, prioritize, and make decisions.
- Team player with an ability to work collaboratively both with outside partners and internally with communications, program and fundraising staff.
- Solid computer and database management skills.
- Experience in low-income program advocacy and e-advocacy.
- Commitment to working for social justice.

What's attractive to the right candidate?

- FRAC is financially stable.
- A close working relationship with FRAC's leadership and FRAC's network of state anti-hunger leaders.
- Support legislative efforts that will help eradicate hunger and undernutrition in the U.S.
- You will be joining an effective, committed, high-performing group of colleagues who are regarded in the community and nationally as thought leaders on hunger.

Salary/Benefits

Salary commensurate with experience. Generous leave, health, retirement and other benefits.

To Apply

Click [here](#) to submit a resume, cover letter, and two writing samples (no more than four pages). No phone calls, please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC strongly encourages individuals with lived expertise who can contribute to the diversity of the organization and with a passion for social justice to apply.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.