



## **Policy Specialist**

### About the National Farm to School Network

The National Farm to School Network (NFSN) is an information, advocacy, and networking hub for communities working to bring local food sourcing, gardens, and food and agriculture education into schools and early care and education (ECE) settings. Farm to school empowers children and families to make informed food choices while strengthening the local economy and contributing to vibrant communities. NFSN provides vision, leadership, and support at the state and national levels to connect and expand the farm to school movement. NFSN serves as a national voice for the farm to school movement and a leading resource on national, state, and local policies that impact farm to school and farm to ECE. Our network includes national staff, Core Partners and Supporting Partners, an Advisory Board, and thousands of farm to school supporters. For more information, please visit [www.farmtoschool.org](http://www.farmtoschool.org). NFSN is a project of Tides Center, the nation's largest fiscal sponsor. Tides Center is a nonprofit organization based in San Francisco that works with individuals, groups, and funders to implement and accelerate positive social change in the nonprofit sector. For more information, please visit [www.tides.org](http://www.tides.org).

### Position Summary

The Policy Specialist leads implementation of NFSN's policy priorities to influence federal administrative, rulemaking, and legislative actions, and supports the development of its biennial report of state level policies supportive of farm to school and ECE. The Policy Specialist cultivates and maintains relationships with policymakers and their staff, partner organizations, and advocacy coalitions, manages and facilitates NFSN's Policy Group, and educates and mobilizes NFSN Core and Supporting Partners and Members around key policy issues. The Policy Specialist represents NFSN at meetings and events. This position will be based in Washington, DC, reporting to the Senior Director of Programs and Policy. Estimated start date is January 2019.

### Essential Duties and Responsibilities

- Lead the NFSN policy planning and prioritization process, informed by input from NFSN Core and Supporting Partners, stakeholders, and allies
- Implement NFSN policy priorities through engagement in administrative, legislative, and rulemaking strategies
- Identify and cultivate administrative and Congressional champions to support NFSN policy priorities
- Strengthen NFSN Core and Supporting Partner and Member capacity for engaging in effective federal, state, and local policy advocacy, grassroots, and media strategies, including in-state/district meetings
- Plan and implement NFSN's DC-based events including National Farm to School Month celebrations, fly-ins, and hill briefings
- Monitor and track policy developments and current issues, including state farm to school advocacy efforts
- Represent NFSN at conferences, meetings, public events, and to the media
- Manage NFSN's Policy Group, including communications, planning and implementing calls, and resources
- Supervise policy fellows and interns
- Ensure integration and alignment of NFSN policy advocacy efforts into and with programs and communications strategies



- Draft policy materials such as webpages, newsletters, blogs, social media, one-pagers, rulemaking comment letters, and legislation
- Conduct background research to inform policy advocacy efforts
- Cultivate alliances and engage strategic partners, coalitions, and federal agencies to further NFSN policy priorities
- Identify funding opportunities and cultivate funder relationships important for NFSN's policy advocacy efforts; contribute to policy proposals with content ideas and grant writing as needed
- Use NFSN's Programs and Policy Equity Assessment tool to apply an equity lens to all policy work; evaluate and adjust internal processes and external policy advocacy efforts to advance racial and social equity
- Lead the fulfillment of all reporting requirements for NFSN's policy advocacy activities
- Travel as needed for conducting the duties of the position and for representing NFSN

#### Other Duties and Responsibilities

- Participate in staff meetings
- Complete the organizational monthly monitoring survey to report and track activities, and other necessary forms of reporting such as time keeping and lobbying
- Manage day-to-day operations in NFSN's DC office, including supplies, equipment needs and coordination with property management
- Represent NFSN at DC-based meetings, events, and conferences

#### Education and/or Experience

- College degree or three years relevant work experience, plus two or more years of experience implementing policy advocacy efforts
- Prior supervisory experience desired
- Proven leadership skills
- Excellent performance history in prior positions

#### Knowledge, Skills and Abilities

- Knowledge of program and policy issues in the areas of community food security, child nutrition, food and agriculture, public health, and education
- Experience with Congressional advocacy and policy analysis, and the legislative process
- Content knowledge in racial and social equity principles and capacity to apply and advance equity in farm to school
- Understanding of the relationship of tribal sovereignty to federal policy preferred
- Collaborative nature, skilled at developing good working relationships with organizational colleagues, partners, and contractors
- Ability to motivate and inspire others
- Ability to operate in a fast-paced environment, handling multiple tasks
- Exceptional trouble-shooting and problem-solving skills, ability to resolve issues proactively and creatively



- Passion and interest in NFSN's mission and activities
- Excellent verbal and written communication skills, including public speaking skills
- Cross-cultural communication skills a plus, including but not limited to bilingual fluency in a language other than English
- Proven ability to plan and manage projects and meet deadlines
- Strong administrative skills and attention to detail
- Strong quantitative analysis skills

#### Organizational Relationships

Reporting to Senior Director of Programs and Policy

#### Compensation and Benefits

This is a full-time (40 hours per week), exempt position that includes benefits. Salary range is \$55,000-60,000 and is commensurate with experience. NFSN/Tides Center offers a generous and comprehensive benefits package.

#### Physical Demands

This position requires approximately 8 hours per day either sitting at a desk (responding to emails, developing materials or being on the phone) or attending meetings outside of the office. This position requires some travel (on average once a month) to conferences within the United States and events to represent NFSN, and to attend organizational staff meetings and an annual meeting.

#### Work Environment

This position is based in Washington, DC. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the employee will encounter: a basic office environment, visits to Capitol Hill, schools, or farms, and conference centers or hotels where events are being held.

#### To apply

To apply for this position, submit a cover letter, resume, and three professional references to [jobs@farmtoschool.org](mailto:jobs@farmtoschool.org). Please include "Policy Specialist" in the email subject line. The deadline to apply is November 16, 2018. Qualified candidates will be contacted by phone or email. National Farm to School Network may conduct reference checks and skills assessments for final candidates.

*National Farm to School Network, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.*

*Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*