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## Director, Policy Analysis & Coalition Building

Full Time Regular  
DC, Washington, DC, US

Today  
Requisition ID: 1046

**Salary Range:**

\$113,000.00 To 147,000.00 Annually

**DEPARTMENT:** Policy Analysis and Coalition Building

**REPORTS TO:** Managing Director

**PRIMARY OBJECTIVE:** To provide leadership and direction for Bread's domestic and global hunger policy analysis and advocacy, research, educational outreach, and grant-related fundraising, and PACB's financial and personnel management.

**PRIMARY RESPONSIBILITIES/ACTIVITIES:**

1. Oversees all aspects of the PACB's work including research, analysis, advocacy and educational outreach, print and online publications, and related program activities.
2. Provides thought leadership on issues relevant to ending hunger by 2030, the development and prioritization of the organization's public policy agenda and the impact of public policies on communities disproportionately impacted by hunger and poverty, including historically marginalized communities based on race, gender, and class.
3. Represents Bread for the World in key U.S. and global coalitions as needed to advance Bread's policy change agenda.
4. Builds and maintains relationships with key USG officials, policy organizations, think tanks, foundations and civil society organizations. Serves as a spokesperson and representative of Bread in the media, at professional conferences, at partner events, etc.
5. Plays a convening role within the domestic anti-hunger and poverty community and in the international development community.
6. Works with the President and CEO, Managing Director, Vice Presidents, and Directors in seeking grant funding; builds and maintains relationships with foundation staff, supports the development of proposals and manages program grants (when requested to do so) received by the organization.
7. Directs PACB's internal team and departmental functions, including their work with other Bread departments. This includes supervising department staff members and fellows, overseeing departmental work planning and implementation and the

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departmental budget, relevant grant budgets, and ensuring collaborative interdepartmental relations.

8. Monitors PACB's compliance with 501(c)3 and 501(c)4 status.
9. Participates in Strategy Council meetings.
10. Prepares materials for and represents the department at Board meetings.
11. Supports long-range and three-year strategic planning of the organization.
12. Chairs internal work groups, integrated campaigns and performs other duties as requested by the Managing Director.

**SECONDARY RESPONSIBILITIES/ACTIVITIES:**

Represents department in special internal or external meetings as required.

**SUPERVISION EXERCISED:**

Oversees department staff members, volunteers, consultants or vendors

**SKILLS/KNOWLEDGE REQUIRED:**

- Graduate degree with minimum of 10 years' experience in a related field with progressively responsible work experience.
- Commitment to the mission and faith basis of Bread and the ability to communicate the case for supporting the organization's mission.
- Deep understanding of domestic and international hunger and poverty issues.
- Strong understanding of racial and gender inequities exacerbating hunger and poverty rates and ability to communicate viable technical solutions to redress these inequities.
- Experience building coalitions to support policy advocacy goals.
- Strong network of contacts and relationships in the global and/or domestic hunger space.
- Ability to seek and manage grants.
- Experience managing and coaching a department or team demonstrating strong, collaborative management skills and the ability to work in a fast-paced environment on a multitude of issues simultaneously.
- Computer literacy.
- Strong writing, editing and verbal communication skills, including ability to identify and engage target audiences and communicates complex ideas or issues tailored to the audience, using appropriate formats and media.
- Strong public speaker.
- Working knowledge of 501(c)3 and 501(c)4 regulations.
- Ability to work independently as performance and outcomes are monitored by executive leadership.
- Ability to formulate short-range and long-range policy recommendations that have significant impact, requiring consultation with organizational leaders and external partners to determine appropriate solutions.
- Ability to communicate highly complex information at a national and international level to external contacts to influence results and achieve strategic goals for multiple units.
- Experience approving decisions that commit financial and human resources to a course of action (60% tactical; 40% strategic decision making), which is subject to executive review.

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- Personable, trustworthy, diplomatic, and perceived as such by colleagues and direct reports.

### **CULTURAL EXPRESSIONS:**

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer. Bread does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

### **WORK ENVIRONMENT ISSUES:**

Must be responsive to emails and phone calls off-site during evenings, weekends, and holidays to support time-sensitive matters. Some domestic and international travel required.

### **DISCLAIMER:**

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

### **WHO WE ARE:**

Bread for the World is a collective Christian voice urging our nation's decision makers to end hunger at home and abroad. By changing policies, programs, and conditions that allow hunger and poverty to persist, we provide help and opportunity at home and far beyond where we live. We can end hunger in our time. But churches and charities can't do it all. Our government must also do its part. With the stroke of a pen, policies are made that redirect millions of dollars and affect millions of lives. By making our voices heard in Congress, we make our nation's laws fairer and more compassionate. We leverage big changes for people in our country and around the world who struggle with hunger.

### **WHAT WE DO:**

Bread equips people to write personal letters and emails, meet with their members of Congress, and to work with others to end hunger. Working through churches, campuses, and other organizations, we engage people in organized advocacy. Each year, Bread invites churches across the country to take up an Offering of Letters to Congress on legislation that impacts hungry and poor people. We organize advocacy campaigns to pass or block federal legislation that will help end hunger and poverty. Bread works in a bipartisan way. Our network of thousands of individual members, churches, and denominations is active in every congressional district. We speak the truth to power with a moral and Christian voice and at the right time. And together, we are building the political will to end hunger and poverty.

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