



Job Description Advocacy Manager

Opportunity:

Equity Advocates is at a pivotal moment of growth, and we are seeking a dynamic, full-time Advocacy Manager to join our team, reporting to the Executive Director. This role is responsible for leading Equity Advocates' policy campaigns and grassroots advocacy efforts, with a strong focus on coalition-building and driving city- and state-level change in New York. The Advocacy Manager works closely with the Executive Director and community partners to coordinate coalitions and develop strategic, community-centered campaigns. **This position is primarily remote, with occasional in-person meetings in New York City and occasional travel to Albany and Washington, DC.**

About the Organization:

Equity Advocates builds the capacity of food justice leaders from across New York State to advocate collectively to dismantle food inequity through policy and systems change. We accomplish this through policy development, advocacy education and training, and coalition leadership. Our vision is a world where food justice leaders from across New York State are organized, mobilized, and driving transformative policy change that results in an equitable, sustainable food system. To learn more, visit <https://www.nyequityadvocates.org/>

Essential Functions:

Policy Implementation

- Work closely with Executive Director to implement annual policy agenda and goals.
- Track and analyze key policy issues, legislation, and regulatory changes at the City, State, and Federal levels; synthesize and share updates with partners and stakeholders.
- Plan and coordinate advocacy activities such as days of action, rallies, letter-writing and other organizing activities.
- Provide customized advocacy support to partner organizations.
- Draft and deliver written and oral testimony for public hearings and government comment opportunities.
- Manage City and State campaigns and evaluate progress toward legislative and policy goals.

Legislative Relations

- Lead government relations efforts including advocating for Equity Advocates' priorities with key City and State policymakers.
- Set up and attend meetings and coordinate events with policy leaders and elected officials.

Coalition Coordination

- Coordinate and provide administrative support for NYC Food Policy Alliance activities, including Leadership Council meetings and emerging work groups.
- Conduct informational meetings with community members and organizations interested in engaging or collaborating with Equity Advocates.
- Represent Equity Advocates at relevant advocacy coalition meetings across New York State.

Desired Competencies & Qualifications:

- Currently living in or willing to relocate to New York City area (required).
- Dedication to tenets of racial and economic justice including those articulated in Equity Advocates' [Racial Equity statement here](#).
- Track record of collaboration with diverse partners.
- Strong project management and organizational skills.
- Communication skills that exemplify professionalism and tact, to liaise with coalition members and other key stakeholders.
- Strong facilitation skills and experience in facilitating groups or coalitions.
- Experience with food systems, food policy, advocacy.
- Familiarity with NYC political and legislative processes.
- Passion for and commitment to social, economic and racial justice.

Preferred Education and Experience:

- At least 3 years of hands-on experience in one or more of the following fields: policy analysis, lobbying, campaign development, coalition building.
- Proficient level of computer literacy, including experience and comfort with technologies that support remote collaboration strongly preferred including Gmail, Google Calendar, Google Drive, Google Docs, and Zoom.

Compensation and Benefits:

This position is a full-time exempt, salaried position. The salary range is \$65,000-\$75,000 dependent on relevant qualifications and experience. The successful candidate will be offered medical insurance, 15 personal days, five sick/safe PTO days, 12 paid holidays, and the office is closed from Christmas Eve to January 2nd. In addition, a \$100/month remote work stipend and company-paid continuing education is available.

Work Environment:

Work will predominantly take place in a home office setting approximately 80% of the time, to be provided by the employee. In-person events, meetings, and other engagements will take place approximately 20% of the time in diverse settings throughout New York City including government buildings, elected officials' offices, community spaces, farmers markets, farms, and other facilities. Our culture is warm, supportive, and offers freedom and autonomy in your day-to-day work.

How to Apply:

The search is being conducted by The Strategy Group. Please submit a resume and a compelling letter of interest via email. All cover letters and resumes should be sent as ONE PDF DOCUMENT titled "Last Name Cover Letter and Resume" to nonprofitjobs@thestrategygrouppllc.org. Please title emails as EQUITY ADVOCATES SEARCH in the Subject Line. Applications will be accepted until the position is filled.

Affirmative Action/EEO Statement:

Equity Advocates is proud to be an equal opportunity employer. We believe in equity, justice and inclusivity. As an organization we are more innovative and responsive when our leadership, staff and board represent a diversity of perspectives and life experiences and feel empowered to raise their voices. Equity Advocates is actively recruiting individuals of diverse races, ethnicities, viewpoints, experiences, economic backgrounds, genders and sexual identities and orientations to shape our organization. People of color, differently abled people and LGBTQI persons are strongly encouraged to apply. Please see Equity Advocates' full [Racial Equity Statement here](#).