

Senior Global Nutrition Policy Advisor

Worker Category : **Full Time Special/Merit**

Job Class **Professional**

DEPARTMENT: Bread for the World Institute

REPORTS TO: Director of the Institute

STATUS: Grant funded for two years with employee benefits

PRIMARY OBJECTIVE: To provide organizational leadership in global nutrition policy and programming expertise and to develop and implement a policy advocacy strategy.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Leads Bread for the World Institute's non-legislative advocacy to accelerate progress on global nutrition.
2. Researches, analyzes and reports on U.S. policies and programs related to maternal and child nutrition.
3. Develops policy recommendations for Bread for the World on issue areas in this portfolio and collaborates with other Institute analysts as needed.
4. Produces memoranda, briefing papers, web content, blogs, and other educational materials to disseminate policy analysis and positions to Bread members, the stakeholder community and government agencies.
5. Exercises leadership and plays a convening role in the NGO stakeholder community on global nutrition.
6. Represents the Institute in stakeholder working groups, coalitions, professional conferences and to the media.
7. Develops and maintains relationships with NGO stakeholder organizations and relevant U.S. government staff.
8. Presents and interprets analysis and policy positions to Bread members, staff, board and others, including civil society, opinion-shapers, and policy makers.
9. Collaborates internally with relevant staff to draft op-eds, letters to the editor, articles and other media pieces (Institute Notes blogs), responds to journalist and other outside inquiries.
10. Develops framework and evaluation criteria for scaling up global nutrition funding.
11. Organizes consultations, briefings, outreach and other events as needed.
12. Completes administrative requirements such as ensuring the accurate and timely entry of activities into the Raisers Edge database, timesheets, and performance evaluations in an accurate and timely manner.
13. Performs other duties as assigned.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

1. Assists in the development of grant funding proposals; and communicates with program officers as needed.
2. Collaborates on research and writing of selected material for the annual Hunger Report.
3. Attends all-staff meetings, bi-weekly departmental and team meetings and other internal meetings.
4. Serves as department representative on organizations' coalitions or taskforces, as needed.
5. Provides assistance to policy team (international).

SUPERVISION EXERCISED: Interns

SKILLS/KNOWLEDGE REQUIRED:

- Graduate degree or equivalent work experience in relevant field.
- Six years' experience in policy analysis or international program management.
- Strong knowledge of international affairs, and global nutrition issues. Understands and/or has worked U.S. government global health and development assistance initiatives, particularly in the context of accelerating impact.
- Demonstrated strong written and oral communication skills.
- Ability to work collegially with diverse religious, racial/ethnic, cultural and income groups.
- Highly motivated self-starter with ability to prioritize complex tasks, set objectives and measure progress toward meeting official and international organization deadlines.
- Appreciation of diverse points of view (including of a controversial nature), and ability to articulate points of view that reflect organizational policy.
- Strong functional knowledge of desktop and phone applications used in communication, research and publishing.
- Strong analytical skills and attention to detail, including ability to conduct research and in-depth analysis of complex factors related to Bread's issues and to make data-driven recommendations and decisions.
- Strong written and oral 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.
- Ability to lead and work collaboratively with teams, develop collaborative relationships internally and externally, which require a high degree of diplomacy and judgment in order to address and resolve substantive conflicts or escalate concerns to senior management.
- Ability to work independently.

- A commitment to and/or experience with grassroots organizations.

WORK ENVIRONMENT ISSUES:

- Work will require some evening and weekend hours to assure organizational responsiveness to assigned issues area.
- Must be responsive to emails and phone calls off-site during evenings, weekends, and holidays to support time-sensitive matters.

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.

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 far beyond the communities in which we live.

Bread for the World Institute provides policy analysis on hunger and strategies to end it.