

Position: Senior Benefit Access Manager

Education: Bachelor's Degree

Location: Brooklyn & Queens

Employment Type: Full-time

Report to: Director of Program/Chief Operating Officer (COO)

The Campaign Against Hunger (TCAH) is one of the largest and most robust anti-hunger advocates in New York City. TCAH's mission is to empower its neighbors to lead healthier, more productive, and self-sufficient lives by increasing their access to nutritious food and related resources. It has an annual budget of \$25 million (\$15 million in in-kind donations) and 78 staff members and is looking to expand its dynamic team.

Job Summary: The Senior Benefit Access Manager, reporting to the COO, is responsible for overseeing the Client Services programs at TCAH. This role involves program development and management, stakeholder engagement, grant management, staff development, and strategic thought leadership. The Senior Benefit Access Manager plays a vital role in advancing TCAH's mission and ensuring effective program delivery.

Key Responsibilities:

1. Program Development and Management:

- Manage all programs within the Benefits Access office, exploring opportunities for program expansion and innovation in food justice and anti-poverty work.
- Collaborate with the COO to set program goals congruent with TCAH's mission and strategic plan.
- Develop and manage program budgets, identify funding opportunities, and draft funding proposals.
- Oversee program audits and coach staff on representing TCAH effectively.
- Interface with funders, government officials, corporations, consultants, and community members to advance food justice advocacy.
- Plan and organize presentations with community partners, represent TCAH at local events and conferences, and establish partnerships.
- Ensure timely and accurate grant reporting detailing program outcomes and impacts.
- Monitor program scopes of work to ensure timeliness, quality, and accuracy of activities vis-à-vis contractual and grant commitments.
- Work with the COO to develop and monitor programmatic budgets under approved guidelines, ensuring proper fiscal management and compliant use of grant and contract funds.

- Regularly meet with the COO to discuss the progress of tasks, goals, and meeting outcomes

2. Community Resource Fair:

- Organize and host an annual Community Resource Fair, soliciting sponsors and inviting organizations to participate.
- Collaborate with community partners to plan and execute the fair, including promotion, vendors, giveaways, and resources.
- Utilize the fair as a platform to provide valuable resources to the community and foster connections between TCAH and its neighbors.

3. Staff Development:

- Promote continuous learning, proactive thinking, and creativity among staff.
- Identify skill sets and competencies needed to achieve program and organizational goals.
- Serve as a resource advisor to program staff, managing resources, opportunities, time, and information.
- Participate in yearly performance assessments, goal setting, and ongoing professional development support.

4. Strategic Thought Leadership:

- Build cross-sector relationships with diverse partners to achieve common goals.
- Collaborate across sectors, engaging strong and influential partners.
- Foster relationships at the state, city, and local levels to increase TCAH's visibility and strategic growth.
- Increase TCAH's public profile by serving as a spokesperson and advocate in food justice.

Personal and Professional Characteristics:

- Bilingual preferred (Spanish, French/Russian, and/or Cantonese).
- Master's degree in social work, public administration, public health, sociology, or related fields with a minimum of 2 years of work experience; or a bachelor's degree in sociology, politics, public administration, or related social sciences, with a minimum of 4 years of related work experience.
- Proven leadership experience, with over five years of managing a complex nonprofit organization or programs.
- Experience with community-based initiatives and capacity-building.
- Strong leadership and management skills, with a focus on team performance, coaching, and mentoring.

- Effective communication skills, both written and verbal.
- Exceptional organizational and analytical skills.
- In-depth understanding of food justice issues.
- Political acumen and the ability to approach old problems with fresh perspectives.
- Knowledgeable in program replication, fundraising, resource generation, and strategic partnership building.
- Multicultural competence, effective listening, and strong interpersonal skills.
- Team player with the ability to influence and collaborate for results.
- Proficiency in technology.
- Intellectual curiosity, adaptability, and creativity.
- Sound judgment, humility, and integrity.
- Knowledge of, and experience with, nonprofit grant management and program administration.

TCAH is an equal-opportunity employer. The salary is competitive and based on experience. To apply, please send a cover letter and resume to hr@tcahnyc.org.