**Heart of Alabama Food Bank Position Description**

**Position Title:** Government Relations Manager

**Reports To:** Director of Donor Relations

**Pay Range:** $45,000 – $60,000

**Status:** Exempt – Salary

**Description**

The Government Relations Manager advances the mission of the Heart of Alabama Food Bank by leading strategic initiatives that strengthen relationships with community partners, government agencies, and elected officials across our 12-county service area. This position oversees public engagement, government relations, and policy outreach to expand the food bank’s visibility, secure resources, and influence local efforts to reduce hunger and poverty.

This position works closely with other members of the Development Department and the CEO to develop and execute integrated engagement and advocacy strategies aligned with the organization’s goals and Feeding America priorities.

**Key Responsibilities**

Strategic Leadership

Develop and implement an annual government relations plan that supports organizational objectives and funding priorities.

Serve as advisor to leadership on governmental engagement, public policy, and partnership strategies.

Identify and assess emerging issues, opportunities, and risks that impact hunger relief and food bank operations.

Government Relations

Serve as the primary liaison to local elected officials, county commissions, city councils, and state agencies.

Monitor and analyze local and state legislation, regulations, and funding opportunities affecting hunger relief, USDA programs, and food bank initiatives.

Coordinate site visits, facility tours, and briefings for policymakers to showcase the food bank’s impact.

Represent the food bank at hearings, briefings, and community forums to advance policy goals and funding initiatives.

Communications & Partnerships

Work with the marketing/communications team to ensure consistent, mission-driven messaging across all outreach and policy platforms.

Maintain a comprehensive database of government contacts, community partners, and engagement activities.

Track and report on outcomes, including funding secured, and partnership stewardship and growth.

Organizational Collaboration

Partner with development, programs, and operations teams to align engagement strategies with fundraising, distribution, and program goals.

Ensure compliance with lobbying regulations, nonprofit standards, Feeding Alabama, and Feeding America requirements.

**Qualifications**

Bachelor’s degree in Public Administration, Communications, Political Science, or related field (Master’s degree preferred).

Minimum 3 years of leadership experience in government relations, community engagement, or nonprofit management.

Proven track record of securing public funding, influencing local policy, and building high-level partnerships.

Exceptional communication, negotiation, and public speaking skills.

Strong understanding of hunger-relief programs, nonprofit operations, and local government processes.

Ability to manage multiple initiatives, work under pressure, and adapt to evolving priorities.

Proficiency in Microsoft Office Suite and familiarity with CRM databases.

Valid driver’s license and personal vehicle insurance; frequent travel within the service area required

**Work Environment & Physical Requirements**

The demands described here represent those that an employee must meet to perform the functions of this job successfully. Reasonable accommodation may be made to enable individuals to perform the tasks outlined in this job description.

This position operates in both office and community settings. This position requires sitting at a desk for long periods and involves extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Routine travel to functions and special events is standard. Occasionally responding to organizational needs outside of regular working hours may be necessary. The employee may be required to walk, stand, push, pull, lift, bend, and carry objects up to 30 pounds. With forklift traffic in the facility and products stacked and stored throughout, this position requires someone mobile who can hear and watch for traffic and typical hazards of a warehouse environment.

My signature indicates that I understand my duties and responsibilities and intend to adhere to all the requirements of this position fully. If at any point I fail to understand what is required, I will seek to gain clarity from my chain of command.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_