

SNAP Outreach Director
Job Description

Reports to: Executive Director
FLSA Status: Full-time, Exempt
Salary Range: \$57,000-\$67,000

Description:

For over 50 years, Wildfire has worked to combat poverty across Arizona. Through collaborations with individuals and organizations, Wildfire develops and implements strategies to stop poverty before it starts.

Wildfire is currently seeking an experienced SNAP Outreach Director to provide primary direction of the SNAP Partnership, including hunger outreach and education efforts, and involvement in federal and statewide anti-hunger initiatives.

Primary Responsibilities and Duties:

- **Oversee the SNAP Partnership and ensure compliance with terms of all SNAP contracts and grants and monitor submission of timely reports:**
 - Write and manage the SNAP Information Plan and State Outreach Plan in partnership with the Department of Economic Security (DES)
 - Create and administer monthly webinar meetings with multiple, community partner agencies to disseminate policy updates and provide a platform for sharing best practices and dialogue with DES
 - Coordinate the collection of monthly and quarterly reports from all community partner agencies and oversee the submission of timely reports (monthly and quarterly) to DES
 - Provide periodic training and technical assistance to community partners, as needed
 - Monitor yearly budget submissions of community partner agencies and compare monthly expenditures against these projected budgets to ensure program compliance
 - Assist in creating a program budget to account for projected costs of Wildfire activities in support of the SNAP partnership

- Create a strategic plan for recruitment of new community partners in underserved sectors of the state, including rural areas and vulnerable populations
- Supervise program support specialists and interns, when applicable
- Create and implement activities to enhance community and civic engagement in issues surrounding hunger in our communities
- Present dynamic, engaging reports at conferences and for community groups to promote Wildfire's overall communication efforts and hunger program initiatives
- Contribute to internal and external Wildfire publications, including the member communications, Wildfire's website, and social media campaigns
- Develop and strengthen partnerships with agencies across the state of Arizona to promote programs and policies that contribute to Wildfire's mission
- Lead Wildfire's hunger advocacy strategy to promote the development and implementation of public policies designed to end hunger
- Research, apply for, and manage grant funding opportunities that further Wildfire's policy initiatives surrounding hunger issues and those that support the SNAP Partnership
- Brainstorm, create, and develop new and innovative anti-hunger strategies

Knowledge, Skills, and Abilities:

- Commitment to Wildfire's mission
- Capacity to think systemically and focus efforts towards larger social issues and concerns, especially issues related to justice for low-income and traditionally marginalized communities
- Knowledge of program management including research, writing, grant preparation, budget preparation, working with partners, management of information systems, tracking and reporting
- Excellent communication skills, both written and verbal
- Ability to plan and organize work, meetings, and projects
- Ability to present ideas effectively, both orally and in writing
- Ability to analyze, interpret, and report research findings
- Ability to travel within and outside of Arizona. Must possess a valid Arizona driver's license
- Capacity to work evenings and weekends when needed

Minimum Qualifications:

The candidate must demonstrate a firm capacity to fulfill the duties and responsibilities of this position. While a bachelor's degree and three years of applicable professional experience are the minimum standards for consideration, interested candidates who can demonstrate experience that has fostered the skills needed to fulfill the position are encouraged to apply.

How to Apply:

If interested, please email a cover letter and resume to Kelly McGowan (kmcgowan@wildfireaz.org) with the subject line: SNAP Outreach Director. Please, no phone calls.

Resumes accepted until position is filled.

Wildfire is an Equal Opportunity Employer.