



Fullwell

Senior Policy Associate Job Description



Location: California. See “Work Location” for more details.

Job type: Full-time (approximately 40 hours per week)

Start date: Late August/Early September 2024

Annual Salary: \$80,000-85,000. Final salary determined based on the candidate’s relevant experience

Reports to: Executive Director

Timing: First review of applications will begin on July 12

About Fullwell

Fullwell aims to create a healthy, just and sustainable food system and put an end to food insecurity. We focus on developing policies and programs in California – related to the food safety net and public food procurement – that have the potential to be replicated elsewhere in the country. Fullwell launched in 2024 as an independent organization after growing for 13 years as the Food & Agriculture Program at SPUR. We are a non-profit, fiscally sponsored by Community Initiatives. For more information, see: www.fullwell.us

Position Summary

Fullwell seeks a Senior Policy Associate to support the work of our three primary campaigns. This position is an excellent opportunity for someone who likes to build coalitions and persuade policymakers to reduce hunger, improve health, and increase the sustainability of California’s food system.

The Senior Policy Associate will primarily focus on advancing policies at the local and state level while also engaging with national coalitions. The Senior Policy Associate will be responsible for managing existing advocacy campaigns as well as initiating new ones. The Senior Policy Associate will report to the Executive Director, have significant supervision and support from the Deputy Director, and work closely with public agencies, advocacy partners, funders, and advisory board members to accomplish Fullwell’s work.

Responsibilities

Support advocacy to expand fruit and vegetable supplemental benefits in California

- Engage elected officials, legislative staff, and agency staff locally and in Sacramento to increase support for expanding fruit and vegetable supplemental benefits statewide
- Coordinate and expand the statewide coalition of organizations engaged on this issue



- Conduct policy research as needed to further build the case for expanding supplemental benefits
- Provide logistical support for the campaign, including helping coordinate Fullwell staff, contract lobbyists, and coalition partners
- Represent Fullwell in national coalition meetings connected with federal advocacy

Support advocacy to transition medically supportive food and nutrition (MSF&N) from a pilot healthcare intervention to a full Medi-Cal benefit

- Engage elected officials, legislative staff, and agency staff locally and in Sacramento to increase support for making MSF&N services permanent Medi-Cal benefits
- Coordinate and expand the statewide coalition of organizations engaged on this issue
- Conduct policy research as needed, which may involve writing policy briefs, fact sheets, and white papers on topics relevant to our advocacy
- Provide logistical support for the campaign, including helping coordinate Fullwell staff, contract lobbyists, and coalition partners

Facilitate matchmaking between community-based organizations interested in providing MSF&N services and health plans to ensure health plans opt into providing food-based interventions.

- Identify and build relationships, in specified regions within California, with community-based organizations interested in becoming MSF&N providers and with health plans interested in offering those services
- Provide technical assistance to support community-based organizations readiness for contracting with health plans

Manage a community of practice in California focused on medically supportive food and nutrition practitioners

- Convene group and co-facilitate meetings every other month
- Develop short-term and long-term agenda, adapting based on developments and ideas formed within the group
- Support information dissemination and sharing of best practices among medically supportive food and nutrition providers



General Support

- Generally assist the Executive Director and Deputy Director in reaching Fullwell's goals, including new initiatives that may arise

Required knowledge, skills, and abilities

- At least 3 years of experience engaging in policy advocacy, including working in coalition with multiple partners on a long-term campaign that involves advocacy, organizing, research, and/or working with elected officials and other policymakers
- Proven ability to initiate a new project and see it through to successful completion while handling other projects with multiple deadlines
- Excellent communications skills, both written and verbal
- Experience convening groups and facilitating meetings
- Personable demeanor and a demonstrated ability to communicate comfortably with stakeholders from a wide range of backgrounds, including through consensus building, negotiation, and public speaking
- Familiarity with, and interest in, issues of local food, food access, public health, sustainable agriculture, and food systems policy
- Ability to occasionally travel outside the Bay Area (including single day and multi-day trips)

Preferred knowledge, skills and abilities

- Excellent attention to detail
- Comfort with public speaking
- Prior experience and comfort with grant writing

Compensation

The salary for this position is \$80,000 - \$85,000 per year. This is a full-time, exempt position. Fullwell offers a comprehensive benefits package which includes:

- Fully paid medical, dental and vision (full coverage for employee; shared premium for dependents)
- 401k and 5% employer match
- Basic life insurance, AD&D, STD & LTD
- 4 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays



Work Location & Hybrid Work Environment

Fullwell has a hybrid workplace model that combines remote and in-person work. The vast majority of work is remote with a monthly in-person meeting that rotates through various locations in the Bay Area. Staff will be required to attend in-person meetings, conferences, and events as needed. All work location policies are subject to change.

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.

How to Apply

Applicants should apply by submitting their contact information, resume, and cover letter via the job application form at:

www.fullwell.us/careers

First review of applications will begin on July 12 and will continue after that date until the position is filled. Start date for the position is late August/early September 2024.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned.