



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Community Relations Coordinator

About Second Harvest Food Bank

Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 330 nonprofit partners at more than 700 sites. Second Harvest is pursuing innovative efforts to increase access to food resources, as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit www.SHFB.org

Position Title:	Community Relations Coordinator
Reports To:	Donor Engagement Manager
Location:	Second Harvest Food Bank, Cypress Center 4001 North First Street, San Jose CA 95134
Compensation:	Full-Time, Exempt, Professional Level. Competitive salary commensurate with experience. Generous health benefits program Flexible Time Off, ten paid holidays, and excellent retirement plan.

Community Relations Coordinator Position

Are you excited about an opportunity to make a genuine difference in the lives of our community with a leading and well-resourced non-profit organization? Would you thrive in a face-to-face fundraising role, where you can get away from your desk and work out in the field to grow support of our mission? If so, the Community Relations Coordinator position may be for you!

As the Community Relations Coordinator you'll be instrumental to the success of the largest Food and Fund Drive program in the nation. More than 1,500 businesses, schools, faith-based organizations and civic groups collect food and donate millions of dollars to help make our corner of the world a better place. The outpouring of goodwill is staggering and you will be right in the middle of it.

Your job is to build strong authentic relationships with corporations and community groups who are fundraising on our behalf. You'll inspire and coach them along the way by connecting them to our mission while identifying new ways for them to help Second Harvest.

This role might be for you if:

You absolutely love public speaking. You are a complete natural at energizing and inspiring groups of all sizes. Your presentation skills are excellent, and you can effectively inspire people to do more. This also means having a flexible schedule and occasionally working in the evening or on a weekend.

You're not afraid to meet new people. You feel confident approaching new groups for support and thrive knowing you are helping others. You have a natural ability to connect with all types of people. You are warm, personable and approachable. You take initiative and are always looking for ways to achieve our fundraising goals.

You love helping others achieve their goals. You'll coach corporate and community groups throughout their Food and Fund Drives on how to effectively engage participants and grow support. You love finding innovative and fresh ideas and will work with each group independently to come up with creative ways to bring their fundraising to new heights. You'll be an absolute Food and Fund drive expert, serving as the idea hub to staff and community groups alike.

You are organized and positive. You don't shy away from adding a task to your plate that you know will improve processes and efficiency. You are easy-going, flexible and collaborate well with your team and other teams across the organization. Your ability to manage multiple projects independently and meet deadlines are critical. When unexpected things happen, you stay positive and your creative side shines.

Qualifications:

- Bachelor's degree preferred
- Three or more years' experience in fundraising, donor relations and/or customer service
- Proven track record building relationships with all different types of people
- Public speaking experience preferred
- Ability to work flexible hours, including evenings and weekends as needed
- Significant level of computer proficiency including MS Office and relational donor databases (Raiser's Edge experience a plus)

CLICK HERE TO APPLY!

EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY