



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Corporate Relations Officer

### About Second Harvest Food Bank:

- Second Harvest Food Bank is consistently recognized as a charity of choice. In 2012 OpportunityKnocks.org ranked Second Harvest as the top nonprofit to work for in the country.
- Second Harvest Food Bank is one of the largest food banks in the nation, providing food to more than a quarter of a million people each month in San Mateo and Santa Clara Counties.
- We are making a difference in Silicon Valley when it comes to addressing hunger, nutrition and other issues, including poverty, food rescue, health and education, where food insecurity and access to healthy food has a significant impact.

### Purpose of the position:

Are you an experienced fundraiser looking for an opportunity to make a difference in the community with a leading non-profit organization? Do you want to work on a supportive and well-resourced team? Second Harvest Food Bank is looking for a Corporate Relations Officer to play a key role in our Development and Communications Department, building high-trust relationships with a broad range of corporate contacts.

Corporate philanthropy is evolving in Silicon Valley, and our team is changing with it. We experiment with employee engagement strategies, inspire corporate leaders to champion our cause, and offer co-branding opportunities to recognize corporate support. Every day is different, but we thrive under pressure and laugh a lot along the way.

### This job is for you if:

- **You're not afraid to ask.** You feel confident approaching new companies and corporate contacts, designing a feel-good partnership where both organizations win, and nurturing their support. When it comes to your portfolio, you're always looking for potential growth.
- **You inspire people to take action.** You'll coach your corporate contacts on how to build strong employee engagement programs, making Second Harvest their partner of choice for fundraising (in our case, participating in food and fund drives) and volunteering. Every company is different, so you'll make a point to understand their needs and get creative with your recommendations. You'll become an expert on hosting successful (and fun!) food and fund drives and share what you learn with the rest of your team.
- **You love public speaking.** You'll jump at the chance to welcome a corporate volunteer group or rally a crowd of employees at a fundraiser, and everyone will leave wanting to do more for our hungry neighbors. This means having a flexible schedule, and occasionally working in the evening or on a weekend.

CURTNER CENTER

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CYPRESS CENTER

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San Jose, CA 95134  
T 408-266-8866  
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BING CENTER

1051 Bing Street  
San Carlos, CA 94070  
T 650-610-0800  
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- **You prefer to be out in the field, but know that fundraising is also a desk job.** You regularly record your notes from the field in Raisers' Edge (our database) and partner with our gift processing team to troubleshoot any issues with gift coding and reporting.
- **You're organized and optimistic.** You react well under pressure and with tight timelines, knowing that donor demands can often be unpredictable. When things don't go as planned, you don't get flustered; you get creative, stay positive, and bring out your backup plan.

**You have:**

- A proven track record of developing long-term, mutually beneficial relationships with donors
- Four years successfully soliciting gifts of \$10,000 or more
- Knowledge of the Silicon Valley philanthropic community is preferred
- A desire to make a difference in the lives of others
- Strong persuasive writing skills
- Bachelor's degree

<b>Position Title:</b>	Corporate Relations Officer
<b>Reports To:</b>	Annual Fund and Corporate Relations Manager
<b>Location:</b>	Cypress Center 4001 North First Street, San Jose, CA 95134
<b>Compensation:</b>	Full-Time, Exempt, Professional Level. Competitive salary commensurate with experience. Generous health benefits program, Flexible Time Off, ten paid holidays, and excellent retirement plan.

**CLICK HERE TO APPLY!**

**More 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. 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 is pervasive. The Food Bank distributes nutritious foods, 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.

**EOE**

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY