



of SANTA CLARA and  
SAN MATEO COUNTIES

## Major Gifts Officer June 2016

### 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 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. To learn more about how Second Harvest is building a hunger-free community, visit [www.SHFB.org](http://www.SHFB.org)

### Purpose of the Position

Are you a strong fundraiser who enjoys major gifts work? Are you looking for an opportunity to make a difference in the community with a respected and well-resourced non-profit organization? Do you want to enjoy a work-life balance here in Silicon Valley?

In this role, you will be responsible for stewarding a portfolio of current and prospective philanthropists and deepening their engagement with Second Harvest Food Bank. Your relationship building skills and comfort with soliciting large gifts will lead you to meet and exceed annual revenue targets to help the Development team achieve the overall fundraising goal of \$37 million for FY2017-18.

We Have:

- A mission that brings all types of people together, yet one that is not fully understood
- A collaborative and supportive environment that fosters creativity and
- An extremely strong non-profit brand and long-standing partnerships with leading private and public organizations
- The support of top philanthropists in Silicon Valley
- A mature major gifts program

This might be a job for you if:

- You are warm and personable, with a strong ability to connect and build relationships with all types of people
- You enjoy the challenge of coming up with individual stewardship and solicitation strategies with philanthropists, both current and prospective donors
- You are comfortable using wealth screening software, database tools and other technologies for data-driven decision making when qualifying prospects
- You enjoy writing and editing major gifts solicitation proposals, letters, stewardship reports and other fundraising communications as needed

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- You have five or more years of progressively increasing fundraising experience and have two or more years experience in major donor fundraising, including closing five-figure+ gifts
- You are comfortable managing a portfolio of 80-120 donors with the potential to make major gifts. You will be expected to conduct face-to-face meetings, telephone calls, including some cold calling, and solicit gifts to meet financial goals that will be set in conjunction with the Director of Major Gifts
- You believe in practicing ethical fundraising and handle donor relationships with discretion and diplomacy

**Qualifications:**

- Bachelor's degree or higher
- Five or more years' experience in fundraising, with two or more years doing major donor fundraising
- Significant level of computer proficiency including MS Office and relational donor databases (Raiser's Edge experience a plus)
- Ability to work flexible hours, including evenings and weekends as needed
- Ability to travel locally to meet donors as needed

<b>Reports To:</b>	Director of Major Gifts
<b>Location:</b>	Second Harvest Food Bank, 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!**

**EOE**

We are an equal opportunity employer and encourage applications from diverse and under-represented groups.

