of SANTA CLARA and SAN MATEO COUNTIES

Position Announcement
Innovation Project Manager

About Second Harvest Food Bank

Looking for mission-driven work? 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 320 nonprofit partners at more than 850 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.

About the Position

Can you imagine a Silicon Valley without hunger? At Second Harvest, we can, and we have launched a new effort to identify, prototype, and scale a new model for ending local hunger that would transform thousands of local lives. There are lots of incredible ideas, but we need someone to help us move from imagining to reality. If you are a creative, collaborative project manager with experience taking an idea from concept to market, and with a passion for working with others to improve their own lives, then this job could be for you!

Duties and Responsibilities:

- Project Management
  - Enhance project planning and documentation
  - Guide project team to meet project milestones on time, on budget, according to plan
  - Manage stakeholder relationships and communication
  - Plan, coordinate and host multi-stakeholder events
- Implementation Coordination
  - Conduct market research
  - Identify and contract subject matter expertise
  - Oversee market test planning and logistics
  - Manage performance measurement and results analysis
  - Document and report on outcomes, recommendations, and next steps
- Administrative Support
  - Coordinate meetings and events
  - Develop sustainable processes in collaboration with other internal departments
  - Support Head of Innovation and Director of Project Management

Qualifications:

- **Minimum years of three years of project management experience**
- Bachelor's degree and training in design thinking preferred
- You are a creative as well as analytical thinker with the ability to bring structure to ambiguity.
- You have strong attention to detail and a track record of meeting deadlines and expectations.
- You are able to take the initiative as well as direction.
- You have high emotional intelligence and can communicate and work effectively with diverse populations.
- You are committed to working directly with community members on collaborative solutions to the problem of local hunger.

Reports To:	Head of Innovation
Location:	1051 Bing Street, San Carlos or 4001 North 1st, San Jose
Hours:	8 a.m. – 5 p.m., M-F (with some evenings/weekends and flexibility)
Compensation:	Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

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EOE

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