



of SANTA CLARA and
SAN MATEO COUNTIES

Position Announcement Administrative Assistant, Development

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

Do you want to work for a well-resourced, well-run organization that is #5 on the list of Bay Area nonprofits based on revenue? Do you want to join a collaborative, high-performing development team? The Major Gifts team is responsible for raising \$11.3 million dollars from individual donors in FY2017-18. The overall Development team has a goal of \$36 million for FY2017-18. As a well-respected local nonprofit, Second Harvest enjoys the support of top philanthropists in Silicon Valley.

In this role, you will be responsible for supporting the Director of Major Gifts and the Major Gifts team with calendar management, project management for the team's donor events and mailings, donor database tasks and general office support. Please note that this position is focused on internal support and is not a fundraising or donor relations role.

In this role, you will be a valued member of a flexible, collaborative, supportive work environment that fosters creativity and collaboration. Everyone on the team is passionate about the mission of the organization and doing work that is personally meaningful. Being a local nonprofit gives Second Harvest the flexibility to have a nimble work culture that allows every team member to contribute their skills outside of their specific job function when appropriate and helpful to the overall goals.

This job might be for you if:

- You are organized, very detail-oriented and enjoy being in a support role and are able to maintain superb organizational skills and impeccable attention to detail in a distracting work environment
- You can anticipate the needs of the Director and team to help them stay organized and productive
- You are comfortable using and learning software tools like Excel, Smartsheet, Donor Management software, collaboration tools, calendaring tools, etc. to provide scheduling, logistics and analytical support to the Major Gifts team
- You like collaborating with staff from other departments to facilitate cross-departmental needs of the team

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- You can facilitate and manage the day-to-day workflow based on known deadlines; effectively prioritize and complete competing projects
- You are willing to make changes in routine and pace of activity due to shifting priorities
- You can prompt specific actions from colleagues to meet project deadlines and team goals
- You have exceptional customer service skills, over email, phone and in person, with donors and internal colleagues
- You can steward sensitive information and data with the utmost integrity and confidentiality

Qualifications

- AA degree or equivalent and 2 years work experience
- Strong administrative and office skills
- Ability to juggle multiple projects with superb accuracy
- Significant level of computer proficiency including strong MS Office skills, data entry/retrieval and internet research capabilities
- Genuine interest in the mission and activities of a food bank

Reports To:	Director of Major Gifts
Location:	Second Harvest Food Bank, Cypress Center 4001 North First Street, San Jose CA 95134
Hours:	Full-time 40 hrs/week. Regular schedule with occasional weekends and evenings.
Compensation:	Non-Exempt position, hourly rate depending upon experience. Excellent benefits provided including medical, dental, and vision insurance. Flexible Time Off (FTO) accrues at a rate of 160 hours/year. Ten paid holidays/year.

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EOE

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