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 overall Development team has a goal of $37 million for FY2017-18. As a well-respected local nonprofit, Second Harvest enjoys the support of top philanthropists in Silicon Valley.

The Development Administrative Assistant is responsible for providing administrative support to the Annual Fund (75%) and Major Gift (25%) teams. The candidate must be self-directed, possess strong business acumen and have an aptitude for anticipating up-to-the-minute priorities. This is a fast paced, deadline driven environment where the Administrative Assistant must be able to solve problems independently and quickly.

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.

Responsibilities
- Provide administrative support - calendar management of Directors, team meeting preparation and note taking, organize team outings and retreats
- Manage budgets - monitor expense budget, manage revenue projections and reforecast processes, manage invoices, create expense reports for Annual Fund and Major Gift staff members
- Manage volunteers who assist with daily operations and special projects
• Assist with donor events – work closely with Events Coordinator for logistical support including cleanup, breakdown and guest check-in
• Act as backup for the Donor Hotline and other administrative assistants
• Assist field fundraisers with Raiser’s Edge data input
• Collaborate with Human Resources, IT and Facilities for the onboarding of new employees
• Represent Second Harvest at community donor events as needed
• Independently oversee special projects as needed including vendor management
• Steward confidential staff and donor information

Qualifications
• Four to six years of administrative experience; Bachelor’s degree preferred
• Possess great organizational skills and pay meticulous attention to detail
• Resourcefulness, ingenuity and problem solving skills
• Proactive and confident approach to responsibilities and tasks
• Strong project management skills and use of software (Smartsheet preferred)
• Ability to coordinate simultaneous projects with seamless execution and excellent judgment
• Strong relationship building skills with internal staff and external supporters
• Excellent oral and written communication skills
• Flexibility, sense of humor and ability to thrive in a fast paced, deadline driven environment
• Ability to protect confidential and proprietary information with discretion
• Exceptional Excel, Word and Outlook skills a must
• Ability to proficiently use relational databases (Raiser’s Edge experience preferred)
• Strong desire to make a difference in the lives of others
• Understanding of non-profit fundraising and marketing a plus
• Ability to work flexible hours, including evenings and weekends as needed

<table>
<thead>
<tr>
<th>Reports To:</th>
<th>Director of Annual Fund and Director of Major Gifts</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Second Harvest Food Bank, Cypress Center</td>
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<tr>
<td></td>
<td>4001 North First Street, San Jose CA 95134</td>
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UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY