



of SANTA CLARA and  
SAN MATEO COUNTIES

## Data Analyst, Development Operations

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### 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](http://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 \$39.6 million for FY2017-18. As a well-respected local nonprofit, Second Harvest enjoys the support of top philanthropists in Silicon Valley.

As the Data Analyst, you will administer and oversee multiple analytical projects, data cleansing and manipulation, statistical reporting and analysis, and serve as the reporting liaison to the Major Gift team.

This position is responsible for creating and producing reports and other analytical tools to measure and drive the department's efficiency, quality and performance, maintaining donor database integrity, and continuously supporting the department's focus on being a data-driven, efficient business operation.

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:

- Creating, running and publishing regular reports to track performance to goals for the Development and Marketing Department excites you

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**BING CENTER**  
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- You like collaborating with staff from other departments to facilitate cross-departmental data needs of the team
- You can work with external vendors as needed
- You have excellent attention to detail, an inquisitive mind, and enjoying solving problems
- You can steward sensitive information and data with the utmost integrity and confidentiality
- You enjoy providing support to staff by assisting with creation of customized reports, developing and implementing policies and procedures
- You can assist in identifying operational improvements based on data trends

## Qualifications

- Bachelor’s degree or higher in Mathematics, Business Management, Economics, information science, or related fields.
- 2-3 years of experience in data analysis role within a marketing or fundraising department or organization.
- Strong analytical skills, comfort with numbers, aptitude and willingness to learn new analysis methods
- Strong verbal communication and ability to create documentation of processes
- Advanced skills with Microsoft Excel, Raiser’s Edge/Salesforce, and Tableau preferred
- Must be willing/able to take on tasks with minimal supervision
- Excellent organizational skills and detail oriented
- Genuine interest in the mission and activities of a food bank

<b>Reports To</b>	Development Operations Manager
<b>Location</b>	4001 North First Street, San Jose CA 95134
<b>Hours</b>	Full-Time, Exempt
<b>Compensation</b>	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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