



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Partnership Manager

### 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 an average of 260,000 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 almost any other food bank in the country, through a network of 309 nonprofit partners at 985 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed more 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 [SHFB.org](http://SHFB.org).

### About the Position

We are hiring a Partnership Manager to utilize existing systems as well as use creativity and innovation to build and strengthen the network with an end goal of a hunger-free community.

Our team collaborates with a wide variety of community organizations to provide healthy food and nutrition services to low-income individuals in Santa Clara and San Mateo Counties. Additionally, the team supports capacity building with our partners and ensures maximum utilization of Food Bank services, trainings, and nutrition education opportunities.

### This job might be for you if:

- You are a leader who motivates people and gets the job done. You are a team player that fosters a positive, mission-driven culture and strong commitment to excellence.
- You are excellent at nurturing relationships.
- You have proven experience in collaboration, planning, and evaluation: Using results of various needs assessments and market research, determine gaps in nutrition services, and make recommendations for improvement and new initiatives. You feel highly comfortable writing up data analysis in an easily understandable format and using the results to practically inform your programs.
- You have experience designing and implementing training programs.
- You know the value of providing excellent customer service.
- You can juggle many different projects seamlessly.
- You are organized and optimistic.

### Qualifications

- Bachelor's degree from an accredited college in a directly related field; experience may be substituted on a year-to-year basis.
- Four or more years of program management experience. Experience in a non-profit organization is highly desired.
- Demonstrated experience in program development and/or community organizing activities.
- Proven record of accomplishment in building successful relationships with a variety of stakeholders.
- Excellent organizational skills.
- Excellent writing and public speaking skills. Proficiency in MS Office, Word, Excel, and PowerPoint is required. A working understanding of databases, technology applications is strongly preferred.

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<b>Reports To:</b>	Senior Manager of Community Partnerships
<b>Location:</b>	750 Curtner Avenue, San Jose, CA 95125
<b>Hours:</b>	Full-Time, Exempt. Regular schedule with occasional weekends and evenings.
<b>Compensation:</b>	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan.

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