



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Director of Strategy

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### 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, thousands in our community struggle to meet their basic needs. 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 provide food to more 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 seeking a Director of Strategy to shape and implement Second Harvest's strategy for ending hunger. In this role, you will have the opportunity to make a tremendous impact in the local community by supporting the successful planning and implementation of cross-functional strategic initiatives. You will develop recommendations for Executive and Senior Leadership on how to drive innovation, engagement, and growth. Your work will spread far and wide within the organization and ultimately impact the lives of the thousands of people we serve at Second Harvest.

### This job might be for you if you are:

- Someone who thrives in a mission-driven, collaborative, transparent, and flexible environment
- Someone who is passionate about food security and serving our community
- A critical thinker who can structure and analyze a variety of business problems
- A team-oriented person with a positive attitude and enthusiasm for learning

### Key areas of responsibility will be:

#### Planning

- Lead the organization through planning exercises aimed at defining goals, priorities, and resource requirements
- Manage annual planning process in conjunction with finance and track annual plans against longer-term goals
- Promote the development of robust plans by asking questions and flagging interdependencies
- Support ongoing implementation of initiatives, ensuring alignment across the organization toward shared goals
- **Cross-Department Collaboration**
  - Identify, promote, and facilitate opportunities for cross-department decision making
  - Understand the needs of each party involved and create open space for collaboration; foster connections between teams
  - Create frameworks for decision-making
  - Develop recommendations for improvements to processes
  - Facilitate discussions between diverse groups of colleagues and stakeholders

CURTNER CENTER

750 Curtner Avenue  
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**Key areas of responsibility (cont.)**

- **Data & Analytics**
  - Provide an org-wide view of data and analytics - maintaining & monitoring dashboards, looking for gaps or opportunities in metrics, and assisting department partners in continuous improvement of measurement processes
  - Provide thought partnership/leadership and analytical assistance to improve each department's sophistication in measuring impact and efficiency
  - Serve as analytical resource in using data to solve problems and shed light on challenges
  - Deep dive into data and build simple models to provide insights to partners throughout the organization
- **Research**
  - Study best practices, interview external experts, collect benchmarks, and conduct "back-of-the-envelope" analyses to define strategic trade-offs and choices
  - Translate analysis into operational recommendations that promote long-term growth and efficiency
- **Reporting**
  - Monitor and report on progress of strategic initiatives using quantitative (e.g., dashboards, metrics) and qualitative (e.g., narratives from each initiative owner) information
  - Prepare internal communications to staff, management, and the Board of Directors

**Skills & Qualifications**

- Ability to proactively and repeatedly bring simplicity and clarity to complex and ambiguous issues
- Ability to use structured thinking and analysis to answer questions where there is no pre-defined methodology
- High emotional intelligence and ability to build relationships throughout the organization
- Credible presence and professional presentation skills
- Ability to communicate with senior leaders and staff at all levels
- Strong facilitation and project management skills
- Experience in consulting, strategy, finance, or other project-based roles
- Experience with data analysis
- Bachelor's degree required; MBA preferred
- Minimum three years of experience in related roles

**Preferred Additional Experience:**

- Experience with business intelligence tools
- Experience with impact evaluation
- Experience in a social sector, humanitarian, or development organization

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| <b>Reports To:</b>   | Vice President of Community Engagement, Policy, & Strategy   |
| <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 per year, 10 paid holidays, and an excellent retirement savings plan. |

**CLICK HERE TO APPLY!**

**EOE: UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY**

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