



# Position Announcement

## Senior Manager, Capacity Planning

### About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 309 partners at 985 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy and housed by providing enough nutritious food for 57 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. 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 Senior Manager of Capacity Planning to shape and implement Second Harvest's strategy for food rescue and distribution. In this role, you will have the opportunity to make a tremendous impact in the local community by driving the successful implementation of a key strategic initiative. You will develop recommendations for Senior Leadership on how to increase the organization's capacity for distributing significantly more food from local donors. You will also have the opportunity to influence county and city-level ordinances related to sustainability, environmental health, and food safety. Your work will 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

### Your key areas of responsibility will be:

- **Project Management**
  - Lead, including planning, monitoring, and reporting on the progress of the organization's Food Rescue Redesign project, part of Second Harvest's three-year strategic plan to significantly grow its operational capacity and utilize more sources of food
  - Drive a process for developing and piloting solutions that enable Second Harvest to source and distribute significantly more volume from local food donors
  - Ensure alignment and coordination with other Supply Chain projects, including Directed Orders and Inventory Flow Optimization
  - Promote project team accountability for excellent results
- **Cross-Department Collaboration**
  - Facilitate discussions among Food Sourcing, Warehouse Operations, Transportation, and Programs & Services



**Curtner Center**  
750 Curtner Avenue  
San Jose, CA 95125  
408-266-8866

**Cypress Center**  
4001 North First Street  
San Jose, CA 95134  
408-266-8866

**Bing Center**  
1051 Bing Street  
San Carlos, CA 94070  
650-610-0800



# Position Announcement

## Senior Manager, Capacity Planning

- Understand the needs of each party involved and create open space for collaboration; Foster alignment toward shared goals
- Identify imbalances between food supply and demand, and coordinate with other team members (including Operations and Programs) to determine long-term solutions
- Scope and frame problems to help guide collaborative decision-making
- **Analysis & Data Gathering**
  - Forecast the ongoing operational costs of different potential food rescue models
  - Estimate startup capital needs for new projects, services, etc.
  - Contribute to grant-writing and other resource development as needed
  - Gather input from diverse stakeholder groups (internal and external) to inform policies, donor agreements, and other food rescue guidelines
  - Understand how other organizations are conducting food rescue to gather lessons and best practices for implementation at Second Harvest (will require some travel to visit other food banks)
- **Assist in Managing Government Relations**
  - Assist the VP of Strategy & Advocacy in managing County and City relationships related to food rescue
  - Assist in critically analyzing potential ordinance proposals and other policies

### 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 with quantitative analysis, especially using financial data
- Bachelor's degree preferred
- Minimum three years of project management experience, including leadership of a cross-functional project

<b>Reports To:</b>	Chief Operating Officer
<b>Location:</b>	Flexible between Second Harvest's three office locations, though will initially be based at Bing Center (see below) Some travel may be required – to local food donors, government partners, agency partners, and potentially other food banks located across the US



**Curtner Center**  
750 Curtner Avenue  
San Jose, CA 95125  
408-266-8866

**Cypress Center**  
4001 North First Street  
San Jose, CA 95134  
408-266-8866

**Bing Center**  
1051 Bing Street  
San Carlos, CA 94070  
650-610-0800



**SECOND HARVEST**  
of SILICON VALLEY

## Position Announcement Senior Manager, Capacity Planning

<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