



## Data Analyst Development and Marketing

### About Second Harvest Food Bank

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger and is one of the largest food banks in the nation. The organization distributes healthy groceries through a network of 309 partners at 985 sites in Santa Clara and San Mateo counties. 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

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 \$45 million for FY2019-20. As a well-respected local nonprofit, Second Harvest enjoys the support of top philanthropists in Silicon Valley.

In this entry level Data Analyst position, you will administer and oversee multiple analytical projects, data cleansing and manipulation, and statistical reporting and analysis.

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:

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



**Curtner Center**  
750 Curtner Avenue  
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**Bing Center**  
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650-610-0800



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- 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.
- Knowledge of relational databases preferably 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>	Data Analytics Manager
<b>Location:</b>	4001 North First Street, San Jose CA 95134
<b>Hours:</b>	Full-Time, Non-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 160 hours/year, ten paid holidays, and excellent retirement savings plan

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