



SECOND HARVEST
of SILICON VALLEY

Position Announcement Regional Food Rescue Manager

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.

About the Position

The Regional Food Rescue Manager is responsible for the management of food donation programs by sourcing a wide variety of high-quality and nutritious food. You will strengthen existing donor relationships as well as identify and develop new donors in an assigned region. 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 sustainability, rescuing food and reducing waste
- Excited to connect with people to end local hunger
- A critical thinker who uses data to strategically project plan to meet goals and timelines
- A team-oriented person with a positive attitude and enthusiasm for learning

Your key areas of responsibility will be:

Program Management:

- Manage regional donor-agency partnerships, monitor performance, assess volume opportunities, and strengthen engagement to increase and improve donation opportunities
- Strategically pair regional donors and agencies together to form effective relationships by having a deep understanding of each parties' capacity, resources, preferences, and limitations
- Provide direction to regional agencies and their volunteers on program standards and monitor, evaluate, and manage overall performance

Project Management:

- Promote and oversee collaboration and communication between paired donors and agencies to foster long-term relationships that enable a sustainable influx of donations
- Proactively analyze monthly and yearly trends and provide supportive data to identify successes and challenges to the program
- Manage special pilot projects: develop scheduling, collaborate with and oversee project team members, determine funding, oversee distribution of funding, create



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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

Regional Food Rescue Manager

progress reports, and gather and analyze various data sources. Present reports and results to management and other leadership

Training:

- Regularly plan, execute and evaluate training sessions for donors, agency partners drivers, volunteers and interns
- Present to internal and external stakeholders at events such as Second Harvest’s agency conference, FANO conferences, NorCal Ops meetings
- Work dynamically with other departments to problem solve challenges and come up with testable, implementable solutions
- Develop food rescue training materials and conduct training workshops for donors and agencies
- Resolve agency, store, food safety, and transportation challenges as they arise

Qualifications

- Bachelor’s degree from an accredited college or university or equivalent directly related work experience.
- Excellent people management and customer service skills with the ability to influence, work pro-actively and effectively to build consensus among cross-functional teams and external partners
- Exceptional written and verbal communication skills
- Exceptional organization and prioritization skills, with meticulous attention to detail
- Strong critical thinking skills, decision-making skills, and natural good judgement with the ability to assess situations and make strategic recommendations to enhance procedures
- An independent, self-motivated, and forward thinking individual with the desire and ability to take initiative and move projects forward
- Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
- Flexibility to adjust in a changing environment and willingness to take on additional responsibilities
- Completion of the manager level food safety certification within 90 days of employment
- Ability to perform duties in accordance with Second Harvest’s Safety Policies and Injury Prevention Program
- Possession of a valid California driver license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage to be reimbursed at standard IRS rates.

Reports To:	Senior Manager of Food Sourcing
Location:	750 Curtner Avenue, San Jose, CA 95125
Hours:	Full-time, Exempt. Regular schedule with occasional evenings and weekends.
Compensation:	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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UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



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