

# Position Announcement

## Senior Marketing Project Manager



---

### About Second Harvest of Silicon Valley

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 310 partners at 1,000 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 by providing enough nutritious food for more than 58 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

Second Harvest of Silicon Valley is hiring for a Senior Marketing Project Manager, a leadership role on the marketing and communications team. You will own a portfolio of internal clients and have the opportunity to strategically drive major campaigns and outreach efforts with a leading nonprofit brand, specifically supporting our development team/fundraisers. You will also have the opportunity to direct and refine the project management process that supports more consistency and transparency within the organization. Your days will involve collaborating with executives and key stakeholders to develop marketing plans, messaging, and creative objectives.

This position is responsible for managing a team of marketing project coordinators who each own their own portfolio of clients and a graphic designer. Together you and your team will be responsible for managing the creation of marketing materials while also supporting/contributing to the organization's outreach strategy, ensuring that projects align with our strategic plan goals. The senior marketing project manager also works closely with a variety of third-party vendors and consultants who support the marketing efforts of Second Harvest. This position is responsible for owning the RFP process when bringing on new third-party support and ensuring that outside contributors have/maintain a thorough understanding of our brand.

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

- Strong project management and leadership skills, particularly in terms of managing and delegating a high-volume of creative projects to and with staff and vendors, including campaigns and individual marketing collateral.
- Excellent writing and communication skills, including the ability to adapt your style and tone to varying audiences.
- Displayed the ability to advise and contribute to a team through strategic marketing planning and tactical execution of supporting materials, ideally within development marketing
- Owned the project management process from end-to-end, including the development of branding and marketing strategies, creation of messaging and positioning, management of

budgets, forecasted spending, formulated timelines, coordinated feedback, delivery of final product, and led plus/delta feedback post-launch.

- Confident presence to source information with executives, interface with multiple departments, lead meetings with peers, negotiate with partners and manage a supporting staff.
- Strong attention to detail and ability to oversee delivery of creative projects on deadline.
- Ability to quickly develop rapport with a variety of internal stakeholders as well as demonstrate diplomacy and advising/consulting skills.
- Knowledge of Adobe Creative Suite.
- Enjoy developing and leading on a close-knit team of compassionate, funny, and hardworking colleagues who believe in and support each other's efforts and success

### Requirements:

- A Bachelor's, preferably in marketing, communications, business, or a related field. Equivalent experience without a degree will be considered.
- At least five-seven years of experience in marketing and/or communications.
- One-two years of management experience.
- To fill this role successfully we are looking for someone who has a background in marketing, project management, branding, and written communications.
- Comfortable working in a fast-paced environment, emphasizing creative thinking, data-driven decision making and collaborative partnering

If you meet the above qualifications and you are looking for an opportunity to make a difference in the community with a leading and well-resourced nonprofit organization and you want a position that allows for good work-life balance in Silicon Valley, apply today.

<b>Reports To:</b>	Director of Marketing and Communication
<b>Positions reporting to title:</b>	Marketing Project Coordinators, Graphic Designer
<b>Location:</b>	Cypress Center, 4001 North 1 <sup>st</sup> Street, San Jose, CA 95134
<b>Hours:</b>	40 hours/week, with some evening and weekend work as necessary.
<b>Compensation:</b>	Salaried.  Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off, ten paid holidays, and retirement plan.

**EOE**

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

