



## Position Announcement Donor Engagement Officer

### About Second Harvest of Silicon Valley

Looking for mission-driven work? Second Harvest of Silicon Valley is one of the largest food banks in the nation, providing food to more than a quarter of a million people every month, half of whom are children and seniors. Despite the immense wealth in Silicon Valley, hunger and malnutrition are pervasive. Second Harvest is a trusted community-based organization that has been serving Santa Clara and San Mateo counties since 1974 by distributing nutritious food through a network of 300 nonprofit partners at 1,000 sites. As a leader in the food banking industry, Second Harvest distributes more fresh produce than any other food bank in the country, 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).

### Purpose of the position

Do you want to work for a well-resourced, well-run organization that is near the top of the list of Bay Area nonprofits based on revenue? Do you want to join a collaborative, high-performing development team? As a well-respected local nonprofit, Second Harvest enjoys the support of top philanthropists and foundations in Silicon Valley and has a goal of raising about \$65 million for FY 2020-21. The mid-level giving officer is responsible for creating and executing a robust program to engage, steward, qualify and upgrade mid-level donors to major gifts portfolios.

In this role, you will be directly responsible for managing and implementing a robust mid-level donor program with a portfolio of approximately 800 to 1,000 donors and prospects with the goal of building a pipeline of donors who can be upgraded to major donors (sustainable gifts of \$10,000 or more per year) and moved to a major donor portfolio. You will develop and implement donor communications and virtual/in-person engagement opportunities such as facility tours, family volunteering, executive-donor meetings, webinars, etc.

Also, you will be a valued member of a flexible, 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. As a local nonprofit, Second Harvest has the flexibility to offer 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 might be a job for you if you:

- Enjoy working with donors through all stages of the donor cultivation and stewardship cycle.
- Can effectively and consistently reach out to donors via phone, email and virtual/personal visits to advance their affinity, allegiance and support of Second Harvest.
- Enjoy building long-term, mutually beneficial relationships with donors. Listen to each funder's evolving goals for impacting the community and are responsive and creative in building alignment with our programs.



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- Are adept at collaborating across annual fund, major gifts and marketing teams to leverage content and ideas and act as a bridge to facilitate building of a robust major donor pipeline.
- Are comfortable using email tools like Pardot, Outlook Mail Merge, etc.
- Are skilled at writing, editing and finalizing content which includes a mix of stories and stats to engage donors.
- Can handle challenging relationships with the utmost diplomacy, whether dealing with external or internal customers.
- Are able to multi-task in a high-paced environment, determining how to juggle competing priorities and manage donors' expectations.
- Will represent Second Harvest at donor-facing in-person and virtual events.
- Are committed to maintaining the integrity of funder records in the donor database, including data entry of emails, phone calls, events, meetings, etc. with donors.
- Can steward sensitive information and data with integrity and confidentiality.

### Qualifications

- Bachelor's degree or higher preferred, or commensurate job experience
- Relevant work experience and track record
- Ability to juggle multiple projects with superb accuracy
- Significant level of computer proficiency including strong MS Office skills, data entry/retrieval and internet research capabilities
- Genuine interest in the mission and activities of a food bank

<b>Position Title:</b>	Donor Engagement Officer
<b>Reports To:</b>	Donor Experience Manager
<b>Location:</b>	San Jose, CA Second Harvest of Silicon Valley, Cypress Center 4001 North First Street, San Jose CA 95134
<b>Compensation:</b>	Full-Time, Exempt, Professional Level. Competitive salary commensurate with experience. Generous health benefits program, Flexible Time Off, ten paid holidays, and excellent retirement plan.

### EOE

We are an equal opportunity employer and encourage applications from diverse and under-represented groups.

[CLICK HERE TO APPLY](#)