Position Announcement
Individual Philanthropy 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 over 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.

Purpose of the position
Are you a successful major gift fundraiser who enjoys prospecting, cultivating, soliciting and stewarding C-suite and Silicon Valley philanthropists? Are you looking for an opportunity to make a difference in our community with a respected and well-resourced nonprofit organization? Do you want to enjoy a work-life balance here in Silicon Valley?

In this role, you will be responsible for stewarding a portfolio of current and prospective major donors and deepening their engagement with Second Harvest. Your relationship building skills and comfort with soliciting large gifts will lead you to meet and exceed annual revenue targets to help the team achieve the overall fundraising goal.

Our department has six core values: 1) We are in it together. 2) Build trust through transparency. 3) We are grateful. 4) Make progress every day. 5) We celebrate. 6) Our clients are the core of what we do.

We have:
- A collaborative and supportive team environment.
- A strong nonprofit brand and long-standing partnerships with leading private and public organizations.
- The support of top philanthropists in Silicon Valley.
- A mature major gifts program.

This might be a job for you if:
- You have exhibited success in Silicon Valley fundraising with 7+ years of progressively increasing development experience and have done major gift fundraising of six-figure+ gifts.
- You are comfortable managing a portfolio of 100 to 130 major gift prospects and donors.
- You are proactive, a self-starter and donor-centric.
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- You are sophisticated and comfortable dealing with C-suite donors and local philanthropists. You will be expected to conduct virtual/face-to-face meetings, phone calls and solicit gifts to meet financial goals.
- You enjoy the challenge of creating major gift stewardship and customized solicitation strategies for current and prospective Silicon Valley donors.
- You devise creative upgrade strategies for your donors.
- You have experience giving “white glove” service to donors and prospects, engaging with them as a partner in their philanthropic journey.
- You have the soft and analytical skills to glean donors’ philanthropic motivations.
- You are an exceptional team player and excel at creating innovative solutions.
- You are comfortable using wealth screening software, database tools and other technologies for data-driven decision making.
- You enjoy writing major gift solicitation proposals, letters, stewardship reports and other fundraising communications.
- You collaborate well with other departments including marketing, finance and development operations.
- You have experience preparing senior leadership including the CEO for donor meetings and leverage senior leadership for stewarding key donors.
- You think out of the box to find creative ways to prospect, cultivate, solicit and steward major gift donors.
- You believe in practicing ethical fundraising and handle donor relationships with discretion and diplomacy.

Qualifications:
- Bachelor’s degree or higher.
- Seven or more years of experience in fundraising, with four or more years doing major gift fundraising.
- Significant level of computer proficiency including MS Office and donor databases.
- Ability to work flexible hours, including some evenings and weekends as needed.
- Ability to travel locally to meet donors as needed.

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<thead>
<tr>
<th>Position title:</th>
<th>Individual Philanthropy Officer</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Individual Philanthropy Manager</td>
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<tr>
<td>Location:</td>
<td>Second Harvest of Silicon, Cypress Center 4001 North First Street, San Jose CA 95134</td>
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<td>Compensation:</td>
<td>Full-time, exempt, professional level. Competitive salary commensurate with experience. Generous health benefits program, flexible time off, ten paid holidays, and excellent retirement plan.</td>
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EOE: We are an equal opportunity employer and encourage applications from diverse and under-represented groups.