



## Position Announcement Development Associate

### **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 one 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 [www.SHFB.org](http://www.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.

In this role, you will be responsible for supporting the Director of Leadership Gifts and the Leadership Gifts team with calendar management, project management for the team's donor events and mailings, donor database tasks and general office support. Please note that this position is focused on internal support and is not a fundraising or donor relations role.

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 is a key support role designed to allow field fundraisers to spend more time interfacing with donors and potential donors.

This might be a job for you if:

- You are organized, very detail-oriented and enjoy being in a support role and are able to maintain superb organizational skills and impeccable attention to detail in a distracting work environment
- You can work effectively whether you are remote or working in the office
- You can manage volunteers who assist with any donor or donor data management activities



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- You can project manage and help with logistics of donor events, whether they are in-person or virtual. This might include researching vendors to rent event equipment, catering, etc., learning and organizing virtual event software features like breakout rooms, polls, etc.
- You can support the team with events including occasionally on weekends and evenings when we are no longer working virtually
- You are comfortable on the phone and can act as backup for the Donor Hotline
- You will assist field fundraisers with Raiser's Edge data input occasionally
- You can work closely with data operations team to support field fundraisers as needed with data tasks
- Can organize materials including slides for donor meetings as needed by field fundraisers
- Can compile data from various sources to help Corporate team compile reports and slides for donor engagement activities
- You can Represent Second Harvest at community donor events as needed
- Steward confidential staff and donor information
- You can facilitate and manage the day-to-day workflow based on known deadlines; effectively prioritize and complete competing projects
- You can prompt specific actions from colleagues to meet project deadlines and team goals
- You have exceptional customer service skills, over email, phone and in person, with donors and internal colleagues
- You can steward sensitive information and data with the utmost integrity and confidentiality

### **Qualifications:**

- BS degree or equivalent and 2 years work experience
- Strong administrative and office skills
- 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



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<b>Position Title:</b>	Development Associate
<b>Reports To:</b>	Individual Philanthropy Manager, dotted line to Corporate Philanthropy Manager
<b>Location:</b>	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 (FTO), ten paid holidays, and excellent retirement plan.

### EOE

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