



Position Announcement Data Analyst

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

As a Data Analyst in the Development department, you will be a valued business partner to the Annual Fund team (the team that stewards more than 65,000 donors who each give up to \$10,000 per year). This position is responsible for creating and producing reports, and analysis that measures and improves the department's efficiency, quality and performance. Typical Annual Fund activities include direct mail campaigns (a Holiday campaign in the fall and a Kid's campaign in spring), food drives, and online peer-to-peer fundraising as well as an annual donor recognition event.

You will also take ownership of and administer TeamRaiser, the organization's online peer-to-peer fundraising software that facilitates millions of dollars of donations annually. In this role you will collaborate on planning and executing fundraising drives with Second Harvest's Annual Fund, Major Gifts, and marketing teams, as well as with external consultants.

In this role, you will be a member of a flexible and 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 job might be for you if:

- You have excellent attention to detail, an inquisitive mind, and you enjoy creating customized reports and analyzing data to find answers to business questions.
- You like collaborating with staff from other departments.
- You can help identify fundraising opportunities and improvements based on data trends.
- You enjoy running and publishing regular reports to track performance.
- Taking ownership of online peer-to-peer fundraising software excites you.
- You feel confident managing external vendors.
- You can steward sensitive information and data with the utmost integrity and confidentiality.
- confident managing external vendors.



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SECOND HARVEST
of SILICON VALLEY

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- You can steward sensitive information and data with the utmost integrity and confidentiality.
- You will perform other duties as assigned in order to satisfactorily complete Second Harvest of Silicon Valley’s goals and objectives.

Qualifications

- Bachelor’s degree or higher in Data Analytics, Business Management, Economics, Information Science, or related field preferred.
- 2-3 years of experience in a data analysis role. Experience working in a nonprofit development office preferred.
- Strong analytical skills, comfort with numbers, and the ability to synthesize data and formulate conclusions/recommendations that inform practical decisions.
- Strong verbal communication.
- Experience building relationships with a diverse group of internal constituents.
- Advanced skills with Microsoft Excel required. Experience with Raiser’s Edge, Salesforce, Tableau, and/or TeamRaiser preferred.
- Must be willing and able to take on tasks with minimal supervision
- Genuine interest in the mission and activities of Second Harvest of Silicon Valley

Position Title	Data Analyst
Reports To:	Data Analytics Manager
Location:	Second Harvest of Silicon Valley, Cypress Center 4001 North First Street, San Jose CA 95134
Hours:	Monday-Friday, 40 hours per week
Compensation:	Full- Time, Exempt. Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, Ten(10) paid holidays, and excellent retirement savings plan

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