



Position Announcement Development Administrative Assistant

About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 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 by providing enough nutritious food for over 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.

About 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 directors of the development team with calendar management, project management 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 job might be for you if:

- You are organized, very detail-oriented and enjoy being in a support role and can maintain superb organizational skills and impeccable attention to detail in a distracting work environment
- You are adept at administrative support - calendar management of directors, meeting preparation and note taking, organizing team outings and retreats, both in-person and virtual
- You can anticipate the needs of the directors and to help them stay organized and productive
- You can juggle competing priorities exercising judgment and know when to get guidance to re-prioritize tasks
- You can steward sensitive information and data with the utmost integrity and confidentiality
- You can work effectively whether you are remote or working in the office



Curtner Center
750 Curtner Avenue
San Jose, CA 95125
408-266-8866

Cypress Center
4001 North First Street
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Bing Center
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San Carlos, CA 94070
650-610-0800



SECOND HARVEST
of SILICON VALLEY

Position Announcement

Development Administrative Assistant

- You can facilitate and manage the day-to-day workflow based on known deadlines; effectively prioritize and complete competing projects
- You know how to monitor budgets - monitor expense budget, revenue projections and reforecast processes using PowerPlan software, including tracking actuals vs. budget by category
- You know how to work with external vendors as needed for invoicing, comparison shopping, contracts etc. as directed by supervisor.
- You can prepare monthly expense reports for fundraising staff using Concur software and adhering to Second Harvest policies of coding of expenses in the correct categories with appropriate receipts and information
- You are comfortable planning travel for others to conferences and training sessions, including airline and hotel accommodations
- You can manage volunteers who assist with daily operations and special projects
- You can support directors with preparing materials needed for donor visits
- You can collaborate with human resources, IT and facilities for the onboarding of new employees
- You can independently oversee special projects as needed including vendor management
- You are comfortable using and learning software tools like Excel, Smartsheet, donor management software, collaboration tools, calendaring tools, etc. to provide scheduling, logistics and analytical support to the leadership gifts team
- You like collaborating with staff from other departments to facilitate cross-departmental needs of the team
- You are willing to make changes in routine and pace of activity due to shifting priorities
- 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 enjoy working with EAs of executives and top donors to schedule meetings

Qualifications:

- 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
- AA degree or equivalent and 2 years work experience

Position Title:	Development Administrative Assistant
Reporting To:	Executive Assistant to VP of Development and Marketing
Location:	Second Harvest of Silicon Valley, Cypress Center 4001 North First Street, San Jose CA 95134
Compensation:	Full-Time, Exempt, Professional Level. Competitive salary



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	commensurate with experience. Generous health benefits program, Flexible Time Off (FTO), ten paid holidays, and excellent retirement plan.
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EOE

UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



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