



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement

# Community Relations Officer

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### About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it 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).

### About the Position

Are you excited about an opportunity to make a genuine difference in the lives of our community with a leading and well-resourced non-profit organization? Would you thrive in a face-to-face fundraising role, where you can work out in the field to grow support of our mission? If so, the Community Relations Officer position may be for you!

As the Community Relations Officer, you'll be instrumental to the success of one of the largest Food and Fund Drive programs in the nation. Over 1,500 businesses, schools, faith-based organizations, and civic groups collect food and donate millions of dollars to help make our Silicon Valley a better place for everyone. The outpouring of goodwill is staggering, and you will be right in the middle of it.

Your job is to build strong authentic relationships with corporations and community groups who are fundraising on our behalf. You'll inspire and coach them along the way by connecting them to our mission while identifying new ways for them to help Second Harvest.

### This role might be for you if:

You absolutely love public speaking and engaging with the public. You are a complete natural at energizing and inspiring groups of all sizes. Your presentation skills are excellent, and you can effectively inspire people to do more and give more. You will give tours of the warehouse, speak to a classroom of kids, conduct a tabling event at a corporation, and/or be part of a panel at a congregation. This responsibility means you pay very close attention to detail as you share statistics about our impact and outcomes and you represent Second Harvest with authenticity and accuracy.

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San Jose, CA 95125  
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CYPRESS CENTER  
4001 North First Street  
San Jose, CA 95134  
T 408-266-8866  
F 408-266-9042

BING CENTER  
1051 Bing Street  
San Carlos, CA 94070  
T 650-610-0800  
F 650-610-0808

This also means having a flexible schedule and occasionally working in the evening or on a weekend as needed.

You enjoy meeting new people. You feel confident approaching new groups for support and thrive knowing you are helping others. You have a natural ability to connect with all types of people. You are warm, personable, approachable and a great listener.

You take initiative and are intentional about looking for new ways to achieve your fundraising goals. You will be prospecting new donors as they participate in Food and Fund Drives and engaging new corporate partners as you interact with diverse groups of people in our community. You will be listening for ways to engage partners and donors in a deeper relationship with Second Harvest.

You love helping others achieve their goals. You'll coach corporate and community groups throughout their Food and Fund Drives on how to effectively engage participants and grow support. You love finding innovative and fresh ideas and will work with each group independently to come up with creative ways to bring their fundraising to new heights. You'll be a Food and Fund drive expert, serving as the idea hub to staff, corporations, and community groups alike.

You have experience managing and motivating volunteers. As the Community Relations Officer, you will manage a team of Community Relations Volunteers to represent Second Harvest at a number of public-facing events, such as volunteer fairs, non-profit showcases, or presenting on our behalf to corporations and community groups.

You are an organized, positive team player. You don't shy away from adding a task to your plate that you know will improve processes and efficiency. You are easy-going, flexible and collaborate well with your team and other teams across the organization. Your ability to manage multiple projects independently and meet deadlines and financial goals is critical. When unexpected things happen, you stay positive and your creative side shines.

You innovate ways for people to connect with the mission of Second Harvest Food Bank, whether it is creating lesson plans around hunger or service learning activities to help our community learn about the issue of hunger.

You oversee the Cause Marketing efforts at Second Harvest. You are aware of new ways to grow this program and evaluate the effectiveness of existing strategies.

### **Qualifications:**

- Bachelor's degree preferred
- Three or more years' experience in fundraising, donor relations and/or customer service
- Proven track record building relationships with all different types of people
- Public speaking experience required



- Ability to work flexible hours, including evenings and weekends as needed
- Significant level of computer proficiency including MS Office and relational donor databases (Raiser’s Edge and/or Salesforce experience a plus).

<b>Reports To:</b>	Corporate Philanthropy Manager
<b>Location:</b>	Second Harvest Food Bank, Cypress Center (north San Jose) 4001 North First Street, San Jose CA 95134
<b>Hours:</b>	Exempt, Full-time
<b>Compensation:</b>	Competitive salary commensurate with experience. Generous health benefits, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and excellent retirement savings plan.

[\*\*CLICK HERE TO APPLY!\*\*](#)

**EOE**

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

