



Second Harvest Food Bank Santa Cruz County
Senior Director of Community and Government Relations
Exempt, Full-Time
Starting Salary of \$87,363 - \$104,598; DOE

About Us:

Come join Second Harvest Food Bank of Santa Cruz County! We are the first food bank in the State of California, and the second in the nation. We pride ourselves in providing 10 million pounds of food annually to over 65,000 people per month through our network of 150-member agencies and programs. We believe that a thriving community is one where everyone has access to nutritious food to support their health and wellbeing. Our team is dedicated to inspiring and supporting our community to provide nourishment for all community members.

Second Harvest seeks to attract and retain a diverse workforce that brings a broad range of perspectives and experiences to our work. We value lived experience alongside learned experience and we encourage you to apply, even if you don't believe you meet every one of our qualifications. We welcome applications from all qualified individuals.

About the Position:

The Senior Director of Community and Government Relations is a strategic leader with two key functions: engagement of major donors and management of government relations and advocacy. This position will be responsible for identifying, prospecting, cultivating, engaging and relationship maintenance with major donors including foundations. In partnership with Executive Leadership and the CEO, this position will also plan, develop, and effectively implement an advocacy program at the local, state, and federal levels for the advancement of government food programs and policies that advance the mission and goals of Second Harvest Food Bank Santa Cruz County.

Reports to: Chief Development Officer

Supervises: N/A

Essential Duties and Responsibilities

Community Relations (50% Time)

- With guidance and support from the Chief of Development, design and implement philanthropic strategies that cultivate, steward, and increase the number of major donors (individuals and foundations).
- Actively manage day-to-day relationships with major donors and prospects through phone calls, emails, and engagements with senior leadership such as with the CEO, Donor Relations Committee, and/or the Board of Directors.
- Document relationship management in Giveeffect and provide contact reports as needed.
- Meet annual philanthropic goals.
- Serve as the lead staff person for the Donor Relations Committee.
- Research new grant funding opportunities through Feeding America and foundations. Manage and execute appropriate strategies for successful solicitation, in partnership with internal leadership, and coordinate grant applications with subcontracted or internal grant writers.
- Provide current and prospective donor feedback to internal stakeholders and make recommendations to enhance donor relationships.
- Provide on and offsite support to the development team for events and activities.

Government Relations (50% Time)

- Work effectively with Feeding America and the California Food Bank Association government relations personnel to advance policy agenda through the provision of support as needed.
- Working in partnership with executive leadership and CEO, develop a public policy agenda that advances goals as outlined in the strategic plan.
- Serve as the lead point of contact for all government relations contacts including managing government agreements of programs and services.
- Research new government funding opportunities. Manage and execute appropriate strategies for successful solicitation, in partnership with internal leadership, and coordinate grant applications with subcontracted or internal grant writers.
- Prepare and accompany the CEO and Executive Leaders on various government relations/advocacy related meetings; represent Second Harvest Food Bank at additional meetings as appropriate.
- In partnership with the executive leadership, identify opportunities to engage participants and community partner agencies in advocacy efforts.

- Develop public policy messaging that aligns with the approved policy agenda and work with the marketing department to engage community members in advocacy efforts as needed.
- Manage volunteers and/or interns working in the advocacy space when needed.

QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in public administration, political science, communications, public policy or equivalent area. A master's degree or professional certification a plus.
- Minimum of 7 years combined government relations, public policy, advocacy, or communications. Must have at least 2 years of experience working in government relations.

Knowledge/Skills/Ability:

- Superior written, oral, and interpersonal skills
- Sensitivity, tact, diplomacy, and experience handling confidential information.
- Proven ability to work in a team-oriented environment while holding accountability for individual goals and outcomes.
- Effective in gift solicitation, development and delivery of persuasive presentations, and creation of reports that may include technical information.
- Proficient in Microsoft Office (Word, Power Point, Excel, Outlook) and proficient in the use of a computer to enter data in donor management and other funding portals.
- Experience with grant management
- Commitment to the advancement of equity and a passion for Second Harvest Food Bank's mission and the ability to communicate it.

Additional Requirements

- Must have access to a motor vehicle, as well as valid auto insurance coverage.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- Demonstrate ethical business practices, in conformance with all state and federal laws and regulations.
- Commitment to serving vulnerable populations and ending hunger in Santa Cruz County
- Demonstrate full adherence to the Code of Conduct and all policies/procedures related to compliance.
- Adherence to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.

- Ability to meet the following physical requirements with or without reasonable accommodation:
 - Able to hear conversations on the phone, via video conferencing, and in-person.
 - Frequently travels to and attend community events and meetings, which often require sitting or standing for long periods of time.
 - Able to read, write, and interpret written reports and documents.
 - Frequently operates in an office environment and requires the ability to operate standard office equipment and keyboards.
 - Occasionally works in outdoor weather conditions, attending community events (such as the Silicon Valley Turkey Trot).
 - Able to safely lift or carry items weighing up to 15 pounds.
 - Climb up or down stairs.
- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

STANDARD WORK SCHEDULE:

WORKSITE: 800 Ohlone Parkway, Watsonville, CA 95076

WORK FROM HOME: Not Eligible

Benefits: For the employee: free dental and vision insurance (shared cost for dependents). Free life, long-term care, long-term disability, and AD&D insurances. Shared cost medical insurance: Kaiser and Blue Shield. Eligibility begins on the first day of the month following 30 days of employment (i.e. if you are hired June 20th, you are eligible starting August 1st). This benefit package is valued at an average of over ten thousand dollars a year.

- **First year:** 15 vacation days, 12 sick days, and 10 holidays.
- **403(b) Retirement Plan:** Second Harvest matches employee contributions up to an annual cap.
- **Employee Assistance Program**

Job Details: This is a full-time, regular, exempt position with an annual salary \$87,363 - \$104,598; DOE.

To Apply: Please submit your resume and cover letter at <https://www.thefoodbank.org/careers>

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Second Harvest is an equal opportunity employer to all, regardless of age, ancestry, color,

disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.