



DONOR RELATIONS ASSOCIATE Corporate Fundraising

Position Description

Location: Irvine, CA
Department: Development
Schedule: Full-time (Monday-Friday, 40 hours per week)
Status: Salary Exempt \$62,400.00/year
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical and Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

***Second Harvest Food Bank requires all new hires to be fully vaccinated for COVID-19.**

This policy complies with all applicable laws. If any questions regarding this policy, please inquire.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your workday will directly impact our mission to provide food for those who need it, when they need it. **Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table.**

We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driver, and Stewardship** in pursuit of our mission.

About Second Harvest Food Bank of Orange County

Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

POSITION DESCRIPTION:

The Donor Relations Associate is primarily responsible for contributing to revenue generation through corporate engagement and partnerships, thereby directly supporting the Development Department's fundraising goals. This role requires the ability to effectively build and manage sustainable relationships within the community and with donors.

ESSENTIAL JOB FUNCTIONS:

- Contribute to achieving Development Department revenue goals through corporate fundraising
- Corporate fundraising
 - Lead staff person for Feeding America corporate partnerships
 - Lead staff person for Virtual Food Drives online fundraising
 - Point of contact for 3rd party fundraising events
- Event sponsorship
 - Secure corporate sponsors
 - Benefit fulfillment
- Donor stewardship
 - New corporate partnerships
 - Research, outreach and engage new corporate partners
 - Engage corporate volunteers who volunteer at the food bank



- Event support
 - Secure corporate teams' participation for the Walk to Feed OC
 - Campaign support for Food From The Bar (month-long fundraising campaign with OC legal community)
- Portfolio management
 - Manage and cultivate a portfolio of donors through donor visits and meetings in-person and virtually
- Strategize and implement donor recognition plan
- Additional ad hoc fundraising support

OTHER DUTIES INCLUDE:

Execute all other reasonable duties as assigned by the Director of Development and Donor Relations Managers.

POSITION QUALIFICATIONS:

- Education
 - Bachelor's Degree or equivalent job experience
- Experience
 - Proven track record of successful fundraising, preferably in a nonprofit environment
 - Excellent interpersonal skills and ability to build meaningful and strong relationships within the food bank team and external partners
 - Excellent written and verbal communication skills
 - Working knowledge of Microsoft Office, mobile giving platforms (GiveSmart, etc.), knowledge of donor CRM software desirable (Raiser's Edge NXT, DonorPerfect, Donor Quest, Salesforce, etc.)
 - Strong project management skills, self-motivated with the ability to work independently and move projects forward with minimal supervision
 - Ability to handle sensitive and confidential information appropriately and with discretion
 - Ability to produce a quality product in a fast-paced, deadline-oriented environment and consistently meet deadlines
 - Proven analytical and creative problem-solving abilities, along with the skills to manage information and data from various sources
 - Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
- Flexibility to work weekends and evenings as needed

REQUIREMENTS:

- Valid Driver's License and vehicle insurance to be able to drive throughout Orange County as needed
- 2-3 years of development, fundraising and planning experience
- Commitment to living out the Food Bank's core values of Integrity & Accountability, People First, Compassion, Purpose Driven and Stewardship

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk, reach, and use hands
- Extended periods of sitting while working on computer
- Occasionally required to stoop, kneel, and crouch
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location
- Lifting required for event set up (20-25 lbs.)



The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer
