DONOR RELATIONS ASSOCIATE  
Event 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**
Second Harvest Food Bank’s (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to 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 leading the Walk to Feed OC and providing support for additional events within the Development Department, thereby directly supporting the Development Department’s fundraising goals. This position will also manage and steward a portfolio of donors to contribute to the fundraising goals of the Development Department. This role requires the ability to effectively build and manage sustainable relationships within the community and with corporate and individual donors.

**ESSENTIAL JOB FUNCTIONS:**
- Contribute to achieving Development Department revenue goals through event and individual fundraising
- Walk to Feed OC
  - Lead staff person for annual community walk and event fundraising, including: recruiting and engaging corporate and community teams and driving individual and team donations
  - Work with Executive Project Manager to plan and finalize all event logistics
  - Manage mobile fundraising platform for event management and peer-to-peer fundraising
  - Ongoing communication with registered walk teams and individuals
  - Work with Marketing Department to plan and execute mass communications and advertising/promotion/PR plan for the event
  - Manage sponsorship fulfillment
• Plan, develop and execute strategies to grow event year-over-year

• Harvesters
  o Provide support on an as-needed basis
  o Serve as back-up for Harvesters lead when necessary

• "No Lunch" Lunch
  o Provide support for event project management (invite lists, RSVPs, staff/volunteer roles)

• Portfolio management
• Manage and cultivate a portfolio of donors through donor visits and meetings in-person and virtually
• Additional ad hoc event fundraising support

OTHER DUTIES INCLUDE:
Execute all other reasonable duties as assigned by the Director of Development and Donor Relations Managers

POSITION QUALIFICATIONS:
• Education
  o Bachelor’s Degree or equivalent job experience
• Experience
  o Proven track record of successful fundraising, preferably in a nonprofit environment
  o Excellent interpersonal skills and ability to build meaningful and strong relationships within the food bank team and external partners
  o Excellent written and verbal communication skills
  o 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.)
  o Strong project management skills, self-motivated with the ability to work independently and move projects forward with minimal supervision
  o Ability to handle sensitive and confidential information appropriately and with discretion
  o Ability to produce a quality product in a fast-paced, deadline-oriented environment and consistently meet deadlines
  o Proven analytical and creative problem-solving abilities, along with the skills to manage information and data from various sources
  o Ability to make frequent changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
  o 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, event 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