



Donor Relations & Special Events Associate Position Description

Location: Irvine, CA
Reports To: Donor Relations & Special Events Manager
Status: Full-Time, Exempt/Salary (Hybrid Optional), \$66,560/year
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15 + Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program.

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 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.**

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 and Special Events Associate is responsible for leading two key events (the Walk to Feed OC and "No Lunch" Lunch), overseeing the donor stewardship program across varying donor levels, supporting the annual fund giving strategies to retain current and recapture lapsed donors, and providing support for other activities and events as appropriate. All work is expected to be completed in conjunction with the organization's core values: Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship.

ESSENTIAL JOB FUNCTIONS:

- Contribute to achieving Development Department revenue goals through donor relations and special events
- **Walk to Feed OC 55%**
 - Lead, coordinate, and execute the annual Walk to Feed OC
 - Coordinate and implement strategies to generate revenue through recruitment and engagement of Walk teams and through peer-to-peer fundraising
 - Monitor, track and forecast event budgets, including expenses and revenues
 - Utilize and maintain CRM and peer-to-peer fundraising platforms
 - Collaborate with Marketing & Public Affairs team to plan, develop, draft and implement compelling and timely messaging and communications
 - Coordinate with the Corporate Partnerships Team on sponsorship fulfillment and recognition
 - Collaborate with Volunteer Engagement team to coordinate volunteer participation in helping with lead-up and day-of responsibilities
 - Coordinate with Data Support Team on reporting and lists



- **“No Lunch” Lunch 20%**
 - Lead, coordinate and execute the annual “No Lunch” Lunch event
 - Monitor, track and forecast event budgets, including expenses and revenues
 - Utilize and maintain CRM and special events platform
 - Maintain accurate RSVPs
 - Coordinate with the Corporate Partnerships Team on sponsorship fulfillment and recognition
 - Collaborate with Marketing & Public Affairs team to plan, develop, draft and implement event communications
 - Coordinate with Data Support Team on invitation mailings and e-blasts strategically to encourage event participation
 - Collaborate with Volunteer Engagement team to coordinate volunteer participation in helping with lead-up and day-of responsibilities
- **Annual Giving Campaign 10%**
 - Support Annual Campaign strategy implementation to upgrade recurring gifts (Community Circle) and recapture lapsed donors
 - Collaborate with the Data Support team to identify Annual Campaign donors who could be elevated to a major gift portfolio
 - Collaborate with the Data Support team to analyze and report on the Annual Campaign initiatives
 - Collaborate with Marketing & Public Affairs team to develop compelling and persuasive messaging for the Annual Campaign program
- **Stewardship Program 5%**
 - Implement Stewardship Program calendar to recognize, appreciate and retain donors at the annual (\$5k and less), mid-major (\$5k - \$25k); major (\$25k - \$100k), and principal (\$100k+) gift levels
 - Ensure timely acknowledgment of donors through personalized communication and recognition strategies
 - Collaborate with Marketing & Public Affairs team to develop compelling and persuasive messaging for the stewardship program
- **Harvesters 5%**
 - Collaborate with the Harvesters lead to support event planning and execution
 - Collaborate with the Harvesters lead to schedule meetings and meet deadlines
- **Leadership and Accountability 5%**
 - Participate in self-growth through professional development
 - Meet organizational deadlines and follow through with activities that impact other departments
- Execute other duties as assigned

REQUIREMENTS

- Bachelor’s Degree and 2 years equivalent job experience, or minimum 3 years equivalent experience
- Experience with job functions of the position
- Experience with project management, with preference to events
- Past fundraising experience a strong plus
- Valid Driver’s License and vehicle insurance to be able to drive throughout Orange County
- Flexibility to work weekends and evenings on occasions



QUALIFICATIONS

- Abilities
 - Ability to work at a high level and act with urgency in fulfilling job responsibilities
 - Ability to adapt to changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure
 - Ability to manage projects under pressure, balance competing priorities, and meet deadlines
 - Ability to analyze information from many sources and create viable solutions to problems
 - Ability to follow written or verbal instructions
 - Ability to use Microsoft Office applications and donor CRM systems
 - Ability to write and verbalize in the English language
- People Skills Expectations
 - Dedication to developing excellent relationships with colleagues and external constituents
 - Speak confidently and enthusiastically in small and large public settings
 - Comfortable interacting with high-level constituents with tact and composure
- Work Habits and Professionalism Expectations
 - Handle sensitive and confidential information appropriately and with discretion
 - Receive direction and constructive criticism and be coachable
 - Work independently and move projects forward with minimal supervision
 - Follow-through and complete projects and tasks in a timely manner

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.)

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

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.

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