



Harvesters Liaison – Special Events Position Description

Location: Irvine, CA
Department: Development
Reports To: Director of Annual Campaign
Status: Full-Time, Exempt/Salary (Hybrid Optional); \$70,304 - \$73,910/year (DOE)
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 and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

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 for all members of our community when they need our help.

POSITION DESCRIPTION

The Harvesters Liaison is responsible for managing and growing revenue generated through the Harvesters—an external, volunteer-led fundraising group—and their signature annual event. This role serves as the primary staff liaison to the Harvesters, building and sustaining strong relationships with volunteer leadership, members, corporate partners, and donors.

The position provides strategic and operational leadership for the **Harvesters Fashion Show & Luncheon**, which represents a significant portion of the Development Department's annual fundraising revenue. In addition, the Harvesters Liaison provides limited support to other Second Harvest special events as a collaborative partner, accounting for approximately 10% of the role.

All work is carried out in alignment with the organization's core values: **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship.**

ABOUT THE HARVESTERS

The Harvesters are an independent, volunteer-led fundraising group that operates outside of Second Harvest Food Bank of Orange County and raises critical funds and awareness in support of our mission. Their signature annual **Harvesters Fashion Show & Luncheon** is one of Second Harvest's largest community fundraising events, generating vital support for our programs. In the most recent fiscal year, Harvester's efforts contributed approximately **\$2 million** in revenue to the organization. Learn more and see the 2025 event details at feedoc.org/harvesters.



ESSENTIAL JOB FUNCTIONS

- Contribute to achieving Development Department revenue goals through events and relational fundraising
- **Harvesters Partnership and Revenue Generation 80%**
- Serve as the primary staff liaison and point of contact for the Harvesters.
- Build, manage, and sustain strong relationships with Harvesters leadership, members and event attendees.
- Partner with Harvesters leadership to support governance, leadership development, and succession planning to ensure long-term sustainability of the group.
- Provide strategic oversight and day-to-day management of the Harvesters Fashion Show & Luncheon.
- Coordinate staff involvement and cross-departmental collaboration in support of Harvesters activities.
- Meet or exceed Harvesters-related revenue goals through proactive planning, execution, and post-event analysis. Contribute to annual and multi-year strategy for Harvester's fundraising, engagement, and growth beyond the signature event.
- Manage sponsor stewardship, fulfillment, and renewal strategies to strengthen long-term corporate partnerships.
- Collaborate with the Data Support team to monitor, track, and forecast event budgets, expenses, and revenue.
- Oversee RSVP management, ticketing, and attendance tracking.
- Ensure accurate donor, event, and revenue records through effective use of CRM platforms.
- **Second Harvest Special Events 15%**
- Provide logistical and day-of support for select Second Harvest special events, including Walk to Feed OC, "No Lunch" Lunch, Food From the Bar, Legacy Breakfast, and other initiatives, as needed.
- Serve as a collaborative partner to the Donor Relations and Special Events Associate.
- **Leadership & Accountability 5%**
- Participate in self-growth through professional development
- Meet organizational deadlines and follow through with activities that impact other departments

REQUIREMENTS

- Bachelor's Degree and 1+ years equivalent job experience
- Experience with nonprofit fundraising and events is strongly preferred
- Valid Driver's License and vehicle insurance to be able to drive throughout Orange County
- Flexibility to work occasional weekends and evenings

QUALIFICATIONS

Abilities

- 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.)

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