



Corporate Partnerships Coordinator Position Description

Location: Irvine, CA
Department: Development
Reports To: Chief Development Officer
Status: Hourly, Non-Exempt; \$28.92 - \$34.03/hour (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 for by employer.

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.**

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 **Corporate Partnerships Coordinator** plays a critical role in advancing Second Harvest Food Bank's corporate engagement strategy by delivering high-quality coordination, execution, and stewardship across corporate initiatives.

This role is responsible for coordinating the operational backbone of the Corporate Impact Partner Program, supporting corporate events and sponsorship activation, and ensuring a seamless and high-touch experience for corporate partners. The coordinator also carries a defined portfolio of entry-level corporate partners and prospects, contributing directly to revenue growth while enabling senior staff to focus on higher-value partnerships.

This position is highly cross-functional and requires strong project management, communication, and relationship coordination skills to support a best-in-class corporate partnership experience aligned with organizational values and revenue goals.

All work is expected to be completed in alignment with the organization's core values: Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship.

ESSENTIAL JOB FUNCTIONS

Partner with the Chief Development Officer to implement a structured corporate partnerships strategy aligned with department revenue goals.

• Corporate Impact Partner Program Coordinator (25%)

- Coordinate the day-to-day execution of the Corporate Impact Partner Program, ensuring consistent delivery of benefits, recognition, and engagement opportunities.
- Serve as the primary internal coordination for partner fulfillment, aligning across Development, Marketing, and Programs.
- Track partner commitments, deliverables, and timelines to ensure a high-quality and consistent partner experience. Create and send invoices.
- Support renewal strategies by preparing impact summaries, reports, and engagement recaps.
- Identify opportunities to strengthen partner engagement and retention through improved systems and processes.



- Maintain and coordinate with a pipeline of prospective Corporate Impact Partners, including tracking, prioritization, and coordinated outreach support.
- Integrate corporate giving and volunteer engagement data into pipeline to identify organizations with potential for deeper partnership.
- Coordinate standardized stewardship touch-points to ensure consistent engagement aligned with program benefits and pathways.
- **Event Sponsorship Activation & Logistics (20%)**
 - Coordinate corporate sponsorship fulfillment across events, ensuring delivery of agreed-upon benefits (branding, recognition, engagement opportunities, etc.).
 - Serve as the liaison between corporate partners and internal teams to execute sponsorship activations seamlessly.
 - Manage event logistics related to corporate participation, including materials, signage, guest management, and on-site support.
 - Develop and maintain standardized processes and tools to improve efficiency and consistency across corporate activations.
- **Corporate Portfolio (25%)**
 - Work with a portfolio of current and prospective corporate partners, typically at the \$5,000 level, with responsibility for cultivation, solicitation, and stewardship.
 - Conduct outreach to identify, qualify, and engage new corporate prospects.
 - Execute timely follow-up and stewardship for corporate gifts and volunteer groups, using these touchpoints to build relationships and assess potential for expanded engagement.
 - Identify and qualify corporate supporters for movement into higher-level partnership opportunities, coordinating handoff to Corporate Partnerships staff as appropriate.
 - Support renewal and upgrade strategies within the portfolio, contributing to overall corporate revenue goals.
 - Maintain accurate and timely documentation of partner interactions and pipeline activity in the CRM.
- **Operational Support & Team Enablement (25%)**
 - Provide coordination support that enables Corporate Partnerships staff to focus on higher-level relationship management and revenue generation.
 - Assist in preparing materials for corporate meetings, proposals, and presentations.
 - Coordinate tours with current and prospective corporate supporters.
 - Maintain organized systems for tracking partnerships, deliverables, and engagement activity.
 - Develop and run standardized workflows for corporate gift and volunteer stewardship, including timely acknowledgements, impact reporting, and follow-up engagement opportunities.
 - Track and report on corporate engagement activity (giving, volunteerism, sponsorship) to support pipeline visibility and future outreach.
 - Contribute to continuous improvement of corporate partnership processes, tools, and workflows.
- **Leadership, Accountability & Growth (5%)**
 - Participate in professional development opportunities to strengthen fundraising, donor engagement, and relationship management skills.
 - Meet organizational deadlines and maintain accurate, timely documentation of donor activity.
 - Contribute to a culture of continuous improvement, collaboration, and accountability within the Development team.

REQUIREMENTS

- 1-3 years of relevant experience in nonprofit development, corporate partnerships, event coordination, account management, or related field.
- Bachelor's or Associate's degree preferred
- Experience with job functions of the position a strong plus
- Valid Driver's License and vehicle insurance to be able to drive throughout Orange County
- Flexibility to work 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.

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