



## Development Associate Position Description

**Location:** Irvine, CA  
**Department:** Development  
**Reports To:** Director of Annual Campaign  
**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 Development Associate plays a critical role in strengthening Second Harvest Food Bank's individual giving pipeline by supporting entry-level fundraising programs, key development operations and small events.

This role is designed to grow sustainable individual giving revenue while creating a strong foundation for donor engagement and long-term relationship development. The Development Associate will lead the Small Gifts Program and Recurring Giving Program, support a portfolio of entry-level donors, assist and communicate with donors, and run several small events.

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 development team to execute individual giving strategies that increase revenue from entry-level donors, strengthen the donor pipeline, and deliver a high-quality, donor-centered experience across all touchpoints.

- **Development Operations & Donor Experience (25%)**
  - Serve as a primary point of contact for incoming Development calls and emails, ensuring timely, professional, and donor-centered responses.
  - Help donors process donations over the phone, online or through email support.
  - Support coordination and execution of donor communications, acknowledgements, and engagement touchpoints.
  - Maintain organized systems for tracking donor activity, inquiries, and program performance.
  - Assist in preparing materials for donor outreach, campaigns, and internal reporting.
- **Small Gifts & Recurring Giving Programs (25%)**
  - Coordinate the launch and execution of the Small Gifts Program (Community Giving Program), creating scalable strategies to acquire, retain, and upgrade entry-level donors.
  - Coordinate the execution of the Recurring Giving Program (Second Harvest's Community Circle), including donor engagement and retention efforts.
  - Develop and execute outreach strategies to increase participation in recurring giving and small gift programs.



- Track performance metrics and identify opportunities to strengthen donor conversion, retention, and upgrade pathways.
- **Donor Portfolio (15%)**
  - Support a portfolio of entry-level donors contributing to cultivation, solicitation, and stewardship efforts, targeting increased gift frequency and amount.
  - Conduct outreach to engage new and existing donors through email, phone, and personalized communication.
  - Identify and qualify donors for upgrade opportunities and support transition to mid-level or major gift portfolios.
  - Ensure timely and thoughtful stewardship, acknowledgements, and follow-up to strengthen donor relationships.
- **Event Coordination & Execution (30%)**
  - Coordinate logistics and execution for key small Development events (I.e. Daniel J. Harney Legacy Society Breakfast, Board Alumni Gathering, Food From the Bar Awards Reception).
  - Support the event lead on major events like the Walk to Feed OC, "No Lunch" Lunch, and Harvesters Fashion Show and Luncheon with tasks like creating name tags and assisting with set-up.
  - Collaborate with internal teams and external partners to ensure seamless and high-quality event experiences.
- **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.*

*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 accommodation 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*