



Director of Corporate and Institutional Partnerships Position Description

Location: Irvine, CA
Department: Development
Reports To: Chief Development Officer
Status: Full-Time, Salary, Exempt; \$96,870 - \$108,267/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 **Director of Corporate and Institutional Partnerships** is a senior leader within Second Harvest Food Bank's Development team, responsible for driving the strategy, growth, and stewardship of corporate and foundation partnerships that generate significant philanthropic revenue in support of the organization's mission.

Reporting to the Chief Development Officer, the Director provides strategic and operational leadership across three interconnected functions: Corporate Partnerships, Institutional Giving (Grants), and Volunteer Engagement. The Director directly oversees the Corporate Partnerships and Volunteer Engagement teams and provides leadership and direction to the Grants team.

In the corporate space, the Director serves as a senior frontline fundraiser and relationship builder, personally managing a portfolio of high-value corporate prospects and partners while leading, coaching, and enabling the Corporate Partnerships team to maximize revenue across their respective portfolios. In the institutional giving space, the Director provides strategic guidance and supervisory leadership, empowering the Grants Manager to lead day-to-day grant seeking operations while personally engaging a select portfolio of high-value foundation prospects and stepping in as a senior fundraising voice where it can meaningfully advance key opportunities.

An important point of integration: Many companies maintain corporate foundations through which they direct philanthropic giving. The Grants team is responsible for writing and tracking all corporate foundation grants, representing a significant and growing revenue stream. The Director plays a key role in ensuring alignment and collaboration between the Corporate Partnerships and Grants teams to maximize these opportunities.

The alignment of Volunteer Engagement under this Director is intentional and strategic. Second Harvest Food Bank is the #1 choice for volunteers in Orange County, engaging nearly 17,000 volunteers in the past year. A significant portion of these volunteers come as representatives of their companies. The Director is expected to leverage volunteer engagement as a powerful entry point into corporate relationships—connecting companies that volunteer with Second Harvest to deeper partnership conversations and a robust corporate pipeline.



This is a highly visible, externally facing leadership role that requires a confident, strategic, and mission-driven professional who can open doors, build relationships at the executive level, and inspire a team to achieve ambitious revenue and engagement goals.

The following positions report directly to the Director of Corporate and Institutional Partnerships:

- Corporate Partnerships Specialist (part-time)
- Corporate Partnerships Coordinator
- Grants Manager (who in turn supervises the Grants Coordinator and Grants Associate)
- Volunteer Engagement Manager (who in turn supervises three Volunteer Engagement Coordinators)

ESSENTIAL JOB FUNCTIONS:

Partner with the Chief Development Officer to lead the Corporate and Institutional Partnerships function in alignment with department revenue goals and organizational priorities.

Corporate Partnerships (40%)

- Personally manage a portfolio of high-value corporate prospects and partners, driving cultivation, asks, and stewardship of companies.
- Serve as a senior frontline fundraiser and external face of Second Harvest Food Bank in the corporate community, opening doors and building relationships with decision-makers at companies of all sizes.
- Set and execute a strategic vision for the Corporate Partnerships program, including pipeline development, tiered engagement strategies, and revenue growth targets.
- Lead, coach, and support the Corporate Partnerships Specialist and Corporate Partnerships Coordinator, enabling each to maximize performance within their respective corporate portfolios.
- Represent Second Harvest Food Bank at external events, community convenings, and corporate engagements to build visibility and cultivate new company relationships.
- Partner with the Chief Development Officer on high-priority corporate prospects and collaborative solicitation strategies.
- Oversee the Corporate Impact Partner Program strategy, ensuring that benefits, recognition, and engagement are consistently delivered and continuously improved.
- Collaborate cross-functionally with Marketing, Programs, and Volunteer Engagement to develop compelling corporate partnership proposals, impact reports, and engagement opportunities.
- Monitor corporate partnership revenue, pipeline health, and key performance indicators, reporting regularly to the Chief Development Officer.
- In close coordination with the Grants Manager, stay informed of and support corporate foundation grant opportunities, recognizing that many corporate partners also direct significant philanthropic funding through their affiliated foundations

Institutional Giving (Grants) (20%)

- Provide strategic leadership, direction, and supervision to the Grants team, led by the Grants Manager, supporting a comprehensive approach to foundation and government grant funding.
- Partner with the Grants Manager to identify and prioritize high-value foundation prospects and ensure the team has strong cultivation and ask strategies in place.
- Personally cultivate and steward select high-value foundation relationships, partnering closely with the Grants Manager on strategy, proposals, and stewardship while empowering the Grants team to lead the broader foundation portfolio.
- Serve as a key bridge between the Corporate Partnerships and Grants teams, ensuring strong coordination on companies that engage both as corporate partners and through their corporate foundations.
- Review and provide feedback on major grant proposals and reports to ensure alignment with organizational priorities and funder interests.
- Monitor grants revenue, pipeline, and team capacity, ensuring the Grants team is appropriately resourced and supported to meet goals.



Volunteer Engagement (25%)

- Provide comprehensive strategic leadership and operational oversight for Volunteer Engagement program, one of the largest and most active volunteer operations in Orange County.
- Champion SHFB's position as the #1 choice for volunteers in Orange County, ensuring a best-in-class volunteer experience that is welcoming, meaningful, and reflective of the organization's core values.
- Lead, coach, and support the Volunteer Engagement Manager and team, ensuring strong program quality, staff development, and operational excellence across all volunteer activities.
- Set and execute a strategic vision for volunteer engagement that grows volunteer capacity, deepens community connection to the mission, and continuously improves the volunteer experience at scale.
- Ensure the volunteer program meets the operational needs of SHFB's functions, maintaining the staffing levels and scheduling systems necessary to support daily food bank operations.
- Monitor and report on volunteer engagement metrics including volunteer hours, retention, group engagement, and program quality, using data to drive continuous improvement.
- Oversee volunteer recognition, stewardship, and communication strategies to build long-term loyalty and deepen volunteers' connection to the mission.
- In close partnership with the Corporate Partnerships team, identify and cultivate companies with high volunteer engagement as candidates for deeper corporate partnership conversations—recognizing that volunteerism is often the first meaningful touchpoint between a company and SHFB.
- Collaborate cross-functionally with Programs, Operations, and Marketing to ensure the volunteer program is well-integrated, well-resourced, and well-represented in the organization's external presence.

Leadership, Accountability & Growth (15%)

- Participate in professional development to remain current on trends in corporate partnerships, institutional giving, and nonprofit fundraising.
- Meet organizational deadlines and maintain accurate, timely documentation of all donor and partner activity.
- Model and champion the organization's core values in all internal and external interactions.
- Contribute to a culture of continuous improvement, learning, and excellence across the Development team.

REQUIREMENTS:

- 5–10+ years of progressive experience in nonprofit development, corporate partnerships, foundation relations, or a related field, with demonstrated success in closing five- and six-figure gifts or partnerships.
- Minimum of 3 years of supervisory or team leadership experience.
- Proven track record of building and managing a portfolio of corporate or foundation relationships resulting in significant revenue growth.
- Bachelor's degree required; advanced degree a plus.
- Experience working with donor CRM systems (e.g., Salesforce, Raiser's Edge, or similar).
- Valid Driver's License and vehicle insurance; ability to travel throughout Orange County and beyond for donor meetings and events.
- Flexibility to work evenings and weekends as required for events and donor engagements.

QUALIFICATIONS :

Abilities

- Demonstrated ability to think strategically, set priorities, and drive results in a fast-paced environment.
- Ability to lead, motivate, and develop a team while managing an active personal portfolio.
- Ability to manage multiple projects simultaneously, balance competing priorities, and meet deadlines.
- Strong analytical skills; ability to synthesize data and insights to inform strategy and decision-making.
- Proficiency in Microsoft Office applications and donor CRM systems.



- Ability to communicate compellingly—in writing and in person—in English.

People Skills Expectations

- Exceptional relationship-building skills with corporate executives, foundation program officers, and community leaders.
- Confidence and polish in public speaking, small group meetings, and one-on-one solicitation conversations.
- A collaborative, team-oriented leadership style that empowers and elevates colleagues.
- High emotional intelligence and the ability to navigate complex relationships with tact and composure.

Work Habits and Professionalism Expectations

- Handle sensitive and confidential information with the highest level of discretion.
- Receptive to feedback and committed to ongoing professional growth.
- Self-directed and able to drive work forward with initiative and minimal supervision.
- Consistent follow-through; known for delivering on commitments reliably and on time.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk, reach, and use hands.
- Extended periods of sitting while working on a 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.