



of SANTA CLARA and  
SAN MATEO COUNTIES

## Position Announcement Partnership Manager

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### About Second Harvest Food Bank

Looking for mission-driven work? Based in Silicon Valley, Second Harvest Food Bank of Santa Clara and San Mateo Counties is one of the largest food banks in the nation. Currently providing food to more than one quarter of a million people every month, Second Harvest is a trusted community-based organization that was founded in 1974. Despite the immense wealth in Silicon Valley, and partly due to the high cost of living, hunger and malnutrition are pervasive. The Food Bank distributes nutritious food, including more fresh produce than any other food bank in the country, through a network of nearly 320 nonprofit partners at more than 850 sites. Second Harvest is pursuing innovative efforts to increase access to food resources as it seeks to feed an additional 100,000 hungry people each month. To reach more people, it advocates for anti-hunger policies and connects those in need to federal nutrition programs and other food resources. To learn more about how Second Harvest is building a hunger-free community, visit [www.SHFB.org](http://www.SHFB.org).

### About the Position

We are seeking a **Partnership Manager** to join our Food Assistance team.

In this role, you will collaborate with a wide variety of community organizations to maintain and improve food services for low-income individuals in Santa Clara and San Mateo Counties. You will be part of a ten-person Food Assistance Team, which works with a variety of community programs such as food pantries, soup kitchens, shelters, schools and medical clinics to distribute food.

You will become the in-house expert on these types of programs, providing them customer service, helping them receive the food from us that they need, educating them in our processes, and representing their needs within the food bank. You will also work on additional projects for the Food Assistance Team as needed.

### This job might be for you if:

- You enjoy face-time with community members and colleagues and are passionate about working collaboratively with diverse groups of people.
- You have excellent communication skills, and can employ different communication styles for different groups as needed.
- You have solid project management skills, with a high attention to detail. You will be managing multiple projects simultaneously with multiple deliverables and deadlines.
- You enjoy applying both interpersonal and analytical skills to addressing problems and process improvements.
- You want to work for an organization that has real impact in the community. At the end of the day, you get to go home knowing the work you did helped to put food on the table for a neighbor in need.

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**BING CENTER**  
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## Qualifications

- Professional, accountable, and results-oriented, with the ability to work independently while supporting multiple stakeholders.
- Bachelor’s degree from an accredited college is preferred; relevant experience may be substituted on a year-to-year basis.
- Demonstrated experience in program development and/or community organizing activities.
- Proven record of accomplishment in building successful relationships with a variety of stakeholders.
- Demonstrated ability to multi-task, set priorities, organize, plan and carry out activities to meet specific timelines.
- Dependable in maintaining work hours; proven record of accuracy in completing and reviewing data.
- Excellent organizational skills.
- Proven ability to operate as a team player and establish and maintain good relationships with people of various ages, education, ethnic and socio-economic backgrounds.
- Excellent writing and public speaking skills. Proficiency in MS Office, Word, Excel and PowerPoint is strongly preferred.
- Proficiency with database use, and/or willingness and ability to master a new technical tool
- Possession of a valid California Class C License

<b>Reports To:</b>	Partnership Manager, Team Lead
<b>Location:</b>	750 Curtner Avenue, San Jose CA 95125
<b>Hours:</b>	Full-time, Exempt. Regular schedule with very occasional evenings and weekends
<b>Compensation:</b>	Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO) starting at 200 hours/year, ten paid holidays, and retirement plan.

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