Data Entry Coordinator

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fifteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS’ mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

Under supervision of the Data Manager, the Data Entry Coordinator supports the Development Department to perform duties, which include database entry, input of financial donations and running reports. The Data Entry Coordinator supports the entire Development team and ensures that the data entry process is reported to the Data Manager daily.

The Data Entry Coordinator will perform the following job functions (including but not limited to):

• Enter all financial donations (checks, cash, credit card) and donor information into database
• Compile donations for accounting and notify Development team of daily totals
• Count cash contributions daily with Development team members – as applicable
• Set up tags for donors in database
• Import data from 3rd party fundraisers into database
• Export data for external direct mail and digital agencies
• Act as first point of contact with technical issues regarding database
• Act as first point of contact to accept payments and donations from all revenue sources
• Count and record cash donations from events
• Reconcile financial donations with Accounting Department
• Other duties as assigned

SKILLS REQUIRED

• High school diploma, some college coursework
• Proficient in Microsoft Office programs including Outlook, Word and Excel
• Robust data entry skills and database entry
• Knowledge of Donor Perfect Online (preferred) or other CMS system such as Salesforce
• Experience with payment systems such as Square, Authorize.net or PayPal
• Good customer service skills
• Good written, oral and organizational skills
• Some college coursework - preferred
• Prior experience working in social services - preferred

POSITION DETAILS

• Full Time, non-exempt position
• May include nights, weekends and holidays as required
• Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more

Applicants must submit resume, cover letter, SFBFS employment application (Found here: www.sacramentofoodbank.org/jobs) which should include three professional references to employment@sacramentofoodbank.org for consideration. No phone calls please.