



# Development 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](http://www.sacramentofoodbank.org).

## POSITION DESCRIPTION

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Under supervision of the Annual Fund Manager, the Development Coordinator supports the Development Department to perform duties, which include database management, input of financial donations and running reports.

The Development Coordinator will:

- 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 (if applicable) with Development Assistant
- Compile and generate donor, volunteer and client reports as needed
- Provide general oversight of database including data integrity, duplicate management and standardization of data
- Support Development Department with planning and execution of special events
- Conduct prospect research
- Reconcile financial donations with Accounting Department
- Act as first point of contact with technical issues regarding database
- Other duties as assigned

## SKILLS AND EXPERIENCE REQUIRED

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- High school diploma, some college coursework
- Proficient in Microsoft Office programs including Outlook, Word and Excel
- Robust data entry skills and database management
- Knowledge of Donor Perfect Online - preferred
- Good customer service skills
- Work harmoniously within department and with all program staff and other staff members
- Work independently with little supervision
- Respond to unanticipated events
- Professional demeanor, flexible and able to respond to multiple demands

## POSITION DETAILS

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- Full-time, non-exempt position; Monday - Friday; occasional weekends and holidays as needed
- SFBFS' Oak Park (Family Services) campus location
- Comprehensive benefits

Applicants must submit resume, cover letter, [SFBFS' employment application](#) (found here: <http://www.sacramentofoodbank.org/employment>) which should include three professional references to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) by January 15, 2018 for consideration. **No phone calls please.**