



## Development Associate

**Do you believe food is a human right? Do you have an eye for detail? Are you interested in joining our powerhouse development operations team to support our rapidly expanding Development Division?**

If you said yes to any of these questions, then please consider joining the Alameda County Community Food Bank's mission of passionately pursuing a hunger-free community.

The Development Associate works collaboratively to provide critical fundraising operations and administrative support to the Development Department with emphasis on gift processing, donor customer service, data management, and reconciliation using Blackbaud CRM database (BBCRM). This individual will be part of a high performing development team of 27 staff members working to raise funds and awareness about ACCFB's mission. Responsibilities include, but are not limited to: processing gifts, interacting effectively and professionally with donors and ensuring accuracy of donor database and donation data.

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food — than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all*. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at [www.accfb.org](http://www.accfb.org).

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- 1-2 years of previous administrative support experience, preferably with a fundraising team.
- High level of quality assurance with great attention to detail; ability to excel in a fast-paced and deadline-oriented environment.
- Ability to prioritize work effectively to meet deadlines.
- Proficiency using the MS Office Suite and databases.
- Excellent oral and written communication skills.
- Ability to read and write in English.
- Excellent customer service skills including, but not limited to: empathy, tact, patience, and negotiation with internal and external customers.
- Excellent judgment and ability to process and handle confidential information with discretion.
- Ability and willingness to ask questions to deepen understanding and communicate openly about challenges.
- Ability to adapt quickly, and use logic and reasoning to help identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

### **PERSONAL ATTRIBUTES AND VALUES:**

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- Strong work ethic with an orientation towards personal growth and process improvement.
- Innovative self-starter and problem solver with a bias towards action.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances.

**PHYSICAL REQUIREMENTS:**

The following physical activities are necessary in the performance of this job:

- Ability to use a computer to accomplish the duties of the position, including writing and seeing.
- Ability to sit and use a computer for long periods of time.
- Ability to conduct walking tours in our warehouse on a regular basis.

**COMPENSATION & BENEFITS**

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (7.5 hour workday, 1 hour unpaid lunch). Employee will be required to be on-site at 7900 Edgewater 100% of the time until after the 90-day Introductory period, at which point a hybrid schedule may be discussed. The non-negotiable starting salary is \$24.33 per hour (approx. \$47,440 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield Platinum or Gold PPO plans are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free 1:1 financial coaching and an interest, service fee and credit requirement-free short-term loan program.

**If you meet these qualifications and want to join our mission, please send your *resume* and answer the application questions on our careers page located at [accfb.org/careers/](https://accfb.org/careers/)**

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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