



ALAMEDA COUNTY  
**COMMUNITY**  
FOOD BANK

## Data Entry Clerk (One Year Contract)

**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 the 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 **Temporary Data Entry Clerk** works collaboratively to provide critical fundraising operations to the fundraising team with emphasis on gift processing, database management, and administrative support. **This is a temporary position (1 year term)** to join our 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, sending acknowledgement letters, ensuring accuracy of donor database, and administrative support.

Alameda County Community Food Bank is currently responding to an incredible increase in need in our community due to the lasting impacts of the pandemic and these uncertain economic times. Even with a passionate network of 420+ agency partners serving more clients than ever before, we've expanded our services even further to meet the growth in need. We also recently transitioned to using Salesforce as our donor database of record, and we need temporary additional support to fully leverage the capabilities of our new database.

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).

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process gifts by entering relevant data accurately into database
- Charge donations on credit cards and comply with all data security protocol
- Maintain data entry for third party giving and matching gift programs
- Responsible for entering and updating constituent data in database including gift history, contact information, demographic information, preferences, relationships, etc
- Process mail delivered to the Development Division
- Proofreading, printing, and mailing donor acknowledgement letters
- General office work such as organizing, filing, scanning, printing
- Donor correspondence related to gift processing
- Event support as assigned
- Other administrative duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

- Prior experience with data entry or using a relational database is required.
- Computer skills using MS Word and Excel are required.
- Must be detail oriented, able work well under pressure, and able to manage multiple tasks.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with complete discretion.
- Ability to organize, prioritize and manage time effectively.
- Basic math skills to accomplish basic accounting tasks.
- Strong interpersonal skills are required. Customer service experience is preferred.
- Interest in and commitment to the mission of the Alameda County Community Food Bank.

## **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 constant innovation and process improvement.
- Adaptable to new experiences in a rapidly changing environment.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds and styles.
- Commitment to building and maintaining an equitable and inclusive workplace where people of all races, ethnicities, genders, sexual preferences, and economic circumstances feel welcome and empowered.

## **PHYSICAL REQUIREMENTS:**

This work is located in a shared office environment and requires the ability to: Sit at a computer for prolonged periods, move throughout the food bank in performance of duties, read and write in English, use a computer to accomplish duties, communicate in a clear speaking voice and interpret instructions.

## **COMPENSATION & BENEFITS**

This is a full-time, non-exempt, temporary position with a one-year contract term. The usual schedule is 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 (up to 2 days remote) may be discussed. The non-negotiable starting salary is \$23.59 per hour (approx. \$46,000 annually). 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 [www.accfb.org/careers](http://www.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.

**Posted: March 30, 2023**

