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 Director of Development & Communications, the Data Integrity Manager (Development) provides a high level of skill in database management and analysis and oversees gift processing. S/he is responsible for data integrity, reporting, and data analytics, working with key staff across SFBFS to understand data needs and develop actionable insights. S/he further supports the Development team by completing donor research, managing donor segmentation and changes in donor status. S/he oversees gift processing and acknowledgement, and related data entry.

The Data Integrity Manager (Development) will perform the following job functions (including but not limited to):
- Manage all aspects of Donor Perfect Online (DPO) including data integrity and quality, data auditing, updates and corrections.
- Provide direction and supervision of team members responsible for donation processing.
- Manages processing of all gifts via mail, credit card, online, cash cubes, phone/walk-in and other as received.
- Strategizes and manages implementation of data enrichment services, determining the best use of DPO features to accomplish the goals of SFBFS development team.
- Reconciles DPO monthly with Accounting. Ensures that giving matches records delivered to Accounting, in order to provide accurate information in a timely fashion for the Quarterly Report.
- Identify and analyze prospects for fundraising and outreach initiatives and manages database vendor relationships to support development operations.
- Other duties as assigned

SKILLS REQUIRED

- Bachelor's degree or equivalent experience
- Proficient in Microsoft Office programs including Outlook, Word and Excel
- Prior supervisory experience
- Fundraising database or CRM system experience
- 3-5 years of experience in a nonprofit fundraising, marketing, or sales environment

POSITION DETAILS

- Full Time, exempt position
- May include nights, weekends and holidays as required
- Comprehensive benefits including medical/dental/vision/life/AD&D/LTD/retirement and more
- Base pay: $70,000.00 - $75,000.00 / depending on experience

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.