



Development Data Entry Coordinator

Part-time, Monday - Friday, 8:00am-12:00pm (20 hours/week, flexible)

Will require extended hours November – January

\$17 per hour

Sacramento Loaves & Fishes is looking for an organized, detail-oriented Data Entry Coordinator to report to the Development Director. This part-time on-site position oversees the development donor database and four Cristo Rey High School data entry interns, ensures accurate donor and donation records, and maintains donor relationships through prompt, proper acknowledgement. The Data Entry Coordinator helps prospect donor relationships, and is expected to communicate clearly and tactfully with donors.

Responsibilities:

- Oversee donor database, including data entry, database management, reviewing data entry interns' input, and comparing donor info to financial records for accuracy.
- Answer donor questions and provide support via phone and email, including triaging incoming emails and voicemails.
- Coordinate weekly thank you letters including printing, volunteer groups and communication/transporting to post office.
- Coordinate memorial and honorary gift acknowledgments.
- Coordinate with accounting staff for monthly data entry reconciliation.
- Supervise and review work of Cristo Rey High School interns performing data entry.
- Other duties as assigned.

Qualifications:

- Must have a strong commitment to Loaves & Fishes mission and philosophy.
- Data entry experience and experience with CRMs preferred.
- Strong attention to detail and organizational skills.
- Strong written and verbal communication.
- Willingness to supervise and work with high school students.
- Ability to research missing donor information through various means (Internet searches, yellow pages, phone calls, etc).
- Familiarity with Microsoft Office programs (Excel, Word, Access, etc).
- Familiarity with Gmail and Google Docs.
- Knowledge of confidentiality practices.

Please submit resume via email to hr@sacloaves.org **no later than July 15, 2022.**