

## **DEVELOPMENT DATA COORDINATOR**

### **COMPANY OVERVIEW**

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 600,000 hungry in West Central Florida. The Feeding Tampa Bay food bank is committed to building community awareness and creating an efficient food distribution network in a 10 county area.

### **SUMMARY**

The data coordinator is a data-focused position that will support the development team in an administrative/organizational capacity. This position will work to ensure the proper tracking of donor data, execution of donor stewardship and food drive communication.

### **JOB OVERVIEW**

Email: [shansen@feedingtampabay.org](mailto:shansen@feedingtampabay.org)

Phone: No phone calls accepted

Employee Type: Full-Time, Non-Exempt

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for maintaining up-to-date donor database files, including timely and accurate data input, gift acknowledgement, and accurate gift reporting
- Maintains data entry requirements by following data program techniques and procedures
- Verifies entered donor data by reviewing, correcting, deleting, or reentering data; researching donor data when account information is incomplete; purging files to eliminate duplication of data
- Generates the daily ledger for accounting to ensure all donations are entered properly
- Oversees responses to donor inquiries and complaints via phone, email or letter regarding problems with checks, credit cards, EFT and stock gifts
- Generates accurate and timely mail lists and reports for mailings and fundraising activities and works on letter generation and completion of direct mailings
- Organizes food drives that align with the mission and direction of FTB
- Maintains inventory of all stewardship materials; ensuring items are ordered in a timely manner
- Assists in the preparation of materials for donor meetings, tabling events and other FTB needs; ensuring the appropriate marketing items are in stock and ordered in a timely manner
- Other duties and responsibilities as assigned

### **EDUCATION and/or EXPERIENCE**

Associates degree or equivalent experience. Solid organizational skills including attention to detail and multi-tasking skills. Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, Access, and mail merges, donor database systems; email and web searches. Strong work ethic with an orientation towards constant innovation and process improvement. High attention to detail in data entry/processing. Proficiency in creating and editing documents using Word and Excel and utilizing Outlook for electronic mail communications. Excellent oral, written and interpersonal communication skills, with high professionalism. Ability to work as part of a team and independently. Ability to juggle multiple projects with attention to detail and accuracy while adhering to deadlines in a high-energy, fast-paced environment. Exercise good judgment and discretion; strong ethical character capable of handling confidential information. Committed to organizational mission of ending hunger. Generous sense of humor required.