



**GREATER CHICAGO FOOD DEPOSITORY  
JOB DESCRIPTION**

**Job Title:** Development Services Gift Processor  
**Department:** Fund Development  
**Report To:** Manager, Development Services

**GENERAL DESCRIPTION:** Provide data entry and administrative support to the Fund Development team.

**KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- Work with Development Services Team to ensure timely, accurate data entry and generation of donor acknowledgement letters, particularly during high volume periods.
- Work constantly to ensure the accuracy, integrity, and confidentiality of the database including gift processing, data input and output, and records maintenance.
- Update donor database regularly to incorporate new information.
- Respond to Donor inquiries via email and telephone.
- Produce reports as required.
- Assist in staffing successful cultivation, recognition and donor relations events designed to increase support and awareness of the Food Depository.
- Work with external providers of data, data processing and output services.
- Other duties as assigned.

**QUALIFICATIONS:**

- Basic computer skills required, including spreadsheets and word processing.
- Data Entry experience preferred, experience with report generation is a plus.
- Attention to detail is critical.
- Must work well in a team atmosphere.

**EXPOSURE:**

- General office environment; limited exposure to warehouse environment.
- Interacts with GCFD staff, donors, volunteers and vendors.

**GCFD INTERNAL USE ONLY**