



## **GREATER CHICAGO FOOD DEPOSITORY JOB DESCRIPTION**

**Job Title:** Development Services Senior Coordinator  
**Department:** Development  
**Report To:** Manager, Development Services

**GENERAL DESCRIPTION:** Provide leadership in data maintenance, reporting, research and portfolio management to support the Development team.

### **KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- Take a leadership role in database management to ensure the accuracy, integrity, and confidentiality of databases, data sets, reports and presentations.
- Take primary responsibility for running regular data maintenance routines, including queries, imports, exports, duplicate merges, global adds and changes.
- Take primary responsibility for production, exchange and incorporation of external data sets shared with Feeding America, Direct Mail and Digital Partners, and Research Vendors.
- Take a leadership role in maintaining the prospect pipeline and funding initiatives by providing customized reports, guiding users in interpretation of reports, and suggesting upgrade and engagement opportunities identified through research.
- Support the operations of the Development and Volunteer Services team through reporting, prospect research, training and database knowledge.
- Work with Development Services Team to ensure timely, accurate data entry and generation of donor acknowledgement letters.
- Work on cross-departmental projects in support of the larger organization as needed.
- Assist with successful cultivation, recognition and donor relations events designed to increase support and awareness of the Food Depository.
- Respond to Donor inquiries via email and telephone.
- Ensure that our donors remain apprised of the positive impact that their gifts have had for the organization and the community we serve.
- Work with external providers of data, data processing and output services.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Advanced proficiency with Blackbaud's Raiser's Edge required.
- Ability to plan, manage and execute projects.
- Attention to detail is critical.
- Must work well in a team atmosphere.
- Strong written and verbal communications skills.
- Bachelor's degree from an accredited college or university or equivalent combination of relevant work experience or training.



**EXPOSURE:**

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

**GCFD INTERNAL USE ONLY**