



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

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

**GENERAL DESCRIPTION:** Provide leadership in data maintenance to support the Development team.

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

- Support the Development team's databases & software, including movement and coordination of data between the various platforms.
- Provide Software Support for users of Development databases and peripheral software.
- Support the operations of the Development team through reporting, problem solving, software knowledge, and data analysis.
- Work with the Manager and Director of Development Services to ensure the accuracy, integrity, and confidentiality of databases, data sets, reports and presentations.
- Work with Development Services team to ensure timely, accurate data entry and generation of donor acknowledgement letters, particularly during high volume periods.
- Work on cross-departmental projects in support of the larger organization as needed.
- Assist in planning and coordinating 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 supporting services.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Advanced proficiency in Blackbaud's Raiser's Edge and Luminate Online required - especially Queries, Imports and Exports.
- Proficiency with Excel Formulas, Word Merges and other extensions to MS Office tools.
- Knowledge of JCA Answers, Tableau, SQL and similar reporting and presentation tools.
- Familiarity with SQL, Java Script, and/or similar preferred.
- Experience with Peer-to-Peer Fundraising, Event Management, and Auction software preferred.
- Ability to plan, manage and execute projects.
- 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.

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