



## EMPLOYMENT OPPORTUNITY

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### Data Entry Clerk

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Do you want to change lives? Do you thrive in an environment of transformational change? Do you want to use your strong data management skills to help one of the fastest growing nonprofits in Yolo County meet its mission to end hunger and malnutrition in Yolo County? Then we invite you to join our Philanthropic Engagement team!

#### POSITION SUMMARY

This position reports to the Director of Philanthropic Engagement and works closely with the Philanthropy Coordinator. Primary responsibilities are the accurate interpretation and hand-keyed entry and maintenance of donation data into an extensive donor/constituent database, as well as the production and execution of gratitude communications and assorted special projects related to reports and fundraising/engagement activities and initiatives.

#### ABOUT YOLO FOOD BANK

Recognized by the *Sacramento Business Journal* in 2020 as one of the Best Places to Work, Yolo Food Bank (YFB) positively impacts the lives of more than 60,000 Yolo County residents who live in poverty. We provide as many as one million pounds of food each month at nearly 130 distributions via a network of 200 partnerships with food donors, distribution sites, and relationships with more than 80 local nonprofit programs. Not only is YFB's mission to end hunger and malnutrition in Yolo County, YFB actively reduces poverty in the county by advancing environmental, social, and economic sustainability. It is YFB's objective to develop and nurture an equitable, sustainable local food system to advance the health and wellness of ALL Yolo County residents. All positions at YFB serve as ambassadors for our work, and develop and enhance a grateful, nimble, resourceful, creative, curious, collaborative, compassionate, and visionary approach to accomplishing individual and organization-wide goals and objectives.

Visit our website for details on our programs and impact: [www.yolofoodbank.org](http://www.yolofoodbank.org).

#### KEY RESPONSIBILITIES

- Comprehensive data management and enhancements of an online donor/constituent management database and running of reports as needed. Data entry of all donations into database in a timely manner within 72 business hours of receipt.
- Using templates provided and established processes to promptly prepare all acknowledgment letters and related communications for both operational gifts and special-purpose campaigns.
- Model Yolo Food Bank core values and organizational culture in all work efforts.
- Embrace and model an internal Culture of Philanthropy to inspire colleagues and advance YFB's mission.
- Perform all others duties as assigned.

#### QUALIFICATIONS & EXPERIENCE

The ideal candidate will possess the following experience, skills and personal attributes:

- One year of experience in administrative support, or an equivalent combination of relevant education/training and experience.
- Ability and interest to thrive in a dynamic environment of transformational change.
- Curious, innovative critical thinker and motivated self-starter with a strong work and team ethic; able to work effectively with a diverse community of staff, peers, volunteers, and donors in a fast-paced environment.
- Clear, effective business writing and communications skills.
- Clear, effective oral communications skills.
- Strong organizing skills with a focus on details and accuracy.

- Proficient in computer keyboard use and data entry.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Publisher).
- Able to plan, initiate and manage multiple tasks despite frequent interruptions and deadlines with accuracy, flexibility and professionalism.
- Able to demonstrate a high level of integrity, strong interpersonal skills, and ability to build relationships with donors, prospects, staff, and members of the community.
- Able to prioritize multiple demands and projects.
- Excellent written and oral communications skills.
- Able to understand and analyze technical data and reports and make logical recommendations.
- Able to make decisions in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
- Able to work positively and effectively with difficult stakeholders (internal and external) in person or over the phone.
- Able to work independently with little supervision.
- Valid California driver's license and proof of insurance.
- This position is non-exempt, 20-30 hours per week scheduled by arrangement in consultation with supervisor.
- This position may work remotely from a home office occasionally or frequently, as public health recommendations and other organizational circumstances may dictate.

#### COMPENSATION & BENEFITS

Salary range is \$17.50 to \$21.00 an hour, plus benefits including quarterly bonus opportunity, 4 weeks Paid Time Off, 10 paid holidays, medical and dental insurance, 403(b) retirement plan match, Flexible Spending Accounts, employer-paid life insurance and Employee Assistance Program, and \$100/year clothing allowance.

#### APPLICATION PROCEDURE & TIMELINE

Please submit resume and letter of interest with Data Entry Clerk and your last name in the subject line to **Lorna Carriveau, Human Resources Adviser, [lorna@yolofoodbank.org](mailto:lorna@yolofoodbank.org)**. Applicant screening will be ongoing until the position is filled as the goal is to complete the recruitment process at the earliest opportunity and welcome a new member to our Philanthropic Engagement Team as soon as possible.

YFB is an Equal Opportunity Employer.