

San Antonio Food Bank



Position Title: Donor Database Specialist

Responsibilities include:

The primary objective of this position is to work within the Development Department to ensure the integrity, completeness, and usability of donor data in the database.

Exceptional organizational skills are an essential function of this position. Work with management and department to ensure maximum impact of the "Food, Time, Money and Voice" message.

Job Qualifications:

- College degree in relevant field or equivalent work experience
- Utilize excellent written and verbal communication skills
- Skilled in computer applications to include database management.
- Past donor relations, database management experience and direct mail experience required

The above statements are intended to describe the general nature and levels of work to be performed and are not intended to be an exhaustive list of all responsibilities and duties.

Please submit a cover letter and resume to hrsaftb@safoodbank.org.

Due to the high volume of resumes we receive, we will only be contacting the most highly qualified individuals for this position, thanks.