Employment Opportunity

Date: February 12, 2020
Office: Development and Planning
Position: Development Associate

Deadline: February 28, 2020
Status: 40 hours per week
Practicing Catholic: Preferred

Position Summary: The Development Associate provides administrative support to the Development and Planning Office and assists the Director as requested; performs various clerical duties and other duties as assigned. This position will also have a primary role as a Parish Support Coordinator in the Office of Development and Planning, supporting the overall process of planning, communication, and pledge/payment management of the Bishop’s Annual Appeal.

Job Responsibilities: Learning the ParishSOFT software suite along with user policy and procedures for managing Bishop’s Annual Appeal donor records and diocesan Census Management. Parish Support Coordinator duties which includes posting and auditing individual pledges and payments, along with parish batches and reporting and parish census data entry. Assisting with administrative tasks with Parish Capital Campaigns and Feasibility studies by conducting interviews and entering collected data from study surveys and interviews. Assisting with mail including gifts and pledge accounting and general administration and special events of the office. Assists with the Development & Planning Office with special projects, including those held on weekends and evenings including, but not limited to, the Bishop’s Golf Classic and the Bishop’s Annual Appeal Events.

Related Skills: An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent oral and written communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel); the ability to work with others in a collaborative team environment and to maintain all information highly confidential.

Education and Experience: High School degree or Diploma with some college courses preferred; one-year prior experience in a development office experience is required; data entry and computer experience is required.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Compensation is commensurate with experience and ability. We offer paid time off and a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

Send cover letter, resume and references to Dominic Prunte, HR Director at dprunte@columbuscatholic.org.