

The Diocese of Toledo is seeking a full-time Development Database Administrator. This position will provide oversight and administration of the Diocesan database (ParishSoft) as well as support for the Office of Development. The right candidate will be proficient in computer software skills and must be detail orientated. An Associate's degree is preferred and 1-2 years' experience in record keeping, computer databases and spreadsheets is required. Experience in stewardship and development programs also preferred. Candidates must have the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith and must be a Catholic in good standing with the Church. Employment opportunity is contingent upon satisfactory results of a thorough FBI/BCI background check. Interested candidates please send cover letter and resume with salary requirements to [humanresources@toledodiocese.org](mailto:humanresources@toledodiocese.org).