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## Catholic Diocese of Columbus

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### Employment Opportunity

**Date:** January 10, 2018

**Office:** Development and Planning

**Position:** Development Assistant

**Deadline:** January 26, 2018

**Status:** 40 hours per week

**Practicing Catholic:** Preferred

**Position Summary:** The Development Assistant provides administrative support to the Development and Planning Office and assists the Director as requested; performs various clerical duties and other duties as assigned. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Office. This position reports directly to the Director of Development and Planning.

**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 and creating needed materials, conducting interviews, and entering data from study mail surveys and personal 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 an office setting is required – development office experience is preferred; 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. Benefits are according to Diocesan policy.

Send cover letter, resume and references by January 26, 2018 to:

Dominic Prunte

HR Director

[dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org)