

**Database Administrator
Roman Catholic Diocese of Altoona-Johnstown**

The Diocese seeks a qualified individual to administer the prospect/donor information software in the Development ministry. Responsibilities include database maintenance, data retrieval, gift processing and reporting of the annual fund, capital campaigns and other development initiatives.

The successful candidate will have skills normally acquired with a business school certificate, or a bachelor's degree. Minimum 3 years experience managing a fundraising database is necessary, with Blackbaud Raiser's Edge software experience desired. Advanced familiarity of Microsoft Word and Excel is essential, with Access and Crystal Reports experience welcome. Proven organizational skills, careful attention to details, and ability to accomplish multiple tasks with competing deadlines – all while maintaining strict confidentiality of data are necessary, as are exceptional people skills and the ability to work in a team environment. A passionate commitment to the mission of the Church and active membership in good standing at a Roman Catholic Parish are preferred.

This is a full-time position with a competitive salary and benefits package. Interested candidates should send a cover letter, resume and list of three references to:

**Director of Development
Roman Catholic Diocese of Altoona-Johnstown
925 South Logan Boulevard
Hollidaysburg, PA 16648**

E-mail: ACA@dioceseaj.org • Fax: (814) 696-9516