

**Diocese of Fort Wayne-South Bend  
Secretariat for Stewardship & Development  
Assistant - Donor Information and Gift Processing  
Job Description**

**Identifying information**

Position Title: Assistant - Donor Information and Gift Processing  
Status: Full-time Salaried: (40 hours per week)  
Department: Secretariat for Stewardship and Development  
Reports to: Secretary of Stewardship and Development

**Primary Function**

This valuable team member is responsible for providing organizational administrative support – database management and reporting for the Annual Bishop’s Appeal and various stewardship and development efforts.

**Position Content**

**Major Responsibilities**

- Manage the donor database (Parish Soft) for the Annual Bishop’s Appeal (gift recording, reporting, corrections, reconciliation, Bishop thank you letters, update records)
- Maintain the major donor records back-ups in excel spreadsheets
- Process all charitable stock donations (Bishop’s Appeal, or other major gifts)
- Help process online donations made via the Diocesan website
- Prepare and distribute the Annual Bishop’s Appeal reports and correspondence
- Maintain/coordinate the administrative process for the Annual Bishop’s Appeal
- Prepare and distribute materials for the Annual Bishop’s Appeal
- Coordinate meetings and events for the Annual Bishop’s Appeal
- Synchronize donor records with the Diocesan Finance Office
- Maintain open effective communication between the Office of Development and Stewardship and the Diocesan Business Office.

**Position Specifications**

**Skills, Knowledge, Abilities**

- Commitment to the Catholic Church – practicing/active Catholic
- Knowledge and application of Christian stewardship
- Excellent verbal and written communication skills
- Strong knowledge and comfort working with Microsoft word and excel.
- Previous Database use and Database Maintenance experience preferred

- Excellent organizational skills and ability to prioritize responsibilities
- Strong mathematical skills – including knowledge of finance principles
- Well-developed interpersonal skills
- General knowledge of fundraising, development, and Marketing
- Ability to collaborate with parish and diocesan leaders
- Critical thinking – ability to evaluate relevant information, recognize alternatives, and reach logical conclusions
- Ability to take initiative, work independently, and see a project through to completion by an assigned target date
- Ability to maintain confidential information

### **Education and Training**

- Bachelor's Degree in a related field is preferred

### **Working Environment**

- 40 hours per week – including some evening - as required
- Office location: Archbishop Noll Catholic Center, Fort Wayne

**For more information and instructions on how to apply, please visit the Diocesan Website (<http://www.diocesefwsb.org/Current-Job-Postings>). For questions, please contact Jeff Boetticher at 574-258-6571.**