

The Catholic Diocese of Salina is seeking to hire an **Administrative Assistant and Data Specialist**. This person is an essential member of the Development team. Primary responsibilities are to serve as the administrator for all aspects of the donor database including, data input, lists, queries, exports, and special reports. Ensure that the database is an effective, accurate, and efficient tool for the Development Office as well as other offices in the Chancery and throughout the Diocese of Salina. Serve as a database subject matter expert for internal users throughout the chancery. Provide general assistance to the development office as needed.

The development office requires interdependent work among its staff. This individual must be able to work cooperatively with others in a friendly and supportive manner. The person in this position should display personal initiative, professionalism, and creativity. Must always exercise discretion and maintain confidentiality.

Qualified candidates will be willing and able to support the mission of the Catholic Diocese of Salina by supporting the directives of the Bishop. A minimum of 2 years of work-related experience with a CRM is required and experience with Blackbaud Raiser's Edge or RE-NXT is preferred. Prefer the candidate to be a practicing Catholic.

The complete position description with a full list of qualifications can be found [here](#).

To apply, please send resume and cover letter to Beth Shearer, CFRE, P.O. Box 980, Salina, KS 67401 or e-mail information to [beth.shearer@salinadiocese.org](mailto:beth.shearer@salinadiocese.org)