

- **Database Coordinator**  
**Office of Stewardship and Development**  
Piscataway, NJ

The Diocesan Office of Stewardship and Development is currently seeking a full time Database Coordinator. Working with the Director of the Office of Stewardship and Development and the Director of Stewardship, this position is an integral part of the Office of Stewardship and Development as well as the diocesan team. The main objective of this position is to provide comprehensive support to all aspects of development functions and fundraising activities with primary focus on data management, maintenance, reporting, analytics and gift entry, along with other projects as assigned. The person in this position plays a key role in maximizing donor response in relation to dollars spent (ROI) in all direct mail solicitations including, the Bishop's Annual Appeal, Champions for Catholic Charities, Catholic Center at Rutgers, Foundation for Catholic Education, Catholic Alumni Partnership, and Planned Giving. The position also interacts on a professional level with donors, parish pastors and staff members, vendors and other constituents.

**Job responsibilities include, but are not limited to:**

- Responding to donor inquiries via phone calls, emails, mail by providing exemplary customer service and donor relation skills.
- Maintaining and managing the 400,000 + constituents in the database, facilitating updates and changes on a regular schedule.
- Providing data/donor record management and general assistance to support the Development Office's efforts in coordinating and implementing fundraising appeals or events that include and not limited to the Bishop's Annual Appeal, Champions for Catholic Charities, Capital Campaigns, Planned Giving and various development initiatives.
- Conducting donor base analysis to support the donor segmentation process, manage and effective touchpoint system and enable tracking of segment and donor giving behavior in response to fundraising appeals, campaigns and events.
- Other job responsibilities as assigned.

### **Ideal candidate qualifications and requirements:**

- B.A. or B.S. or equivalent experience
- Minimum of 3-5 years of non-profit development experience including primary experience in Database Management, Prospect and Donor Analysis.
- ParishSoft and RaisersEdge experience preferred. Must be willing to attend ongoing training.
- Technical proficiency with industry database software such as CRM's, Microsoft office suite products and the internet.
- Self-motivated and able to demonstrate individual initiative and offer recommendations; able to manage projects and move forward on several priorities simultaneously.
- Strong analytical skills; comfortable with technical challenges.
- Highly developed ability to work well under deadlines and initiate, supervise and complete projects with minimal guidance.
- Supports the mission, philosophy, objectives and policies of the Diocese of Metuchen.
- Team player; multi-tasker; adaptable and flexible to change.

Interested candidates should email their resume to [hr@diometuchen.org](mailto:hr@diometuchen.org)

Or by mail to:

Office of Human Resources  
146 Metlars Lane  
Piscataway, NJ 08854