

## JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant

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**Exempt:** No

**Supervisor:** Beth Lynn Hoey

**Employee Name:**

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**SUMMARY:** This position ensures efficient database (Raiser's Edge) management; data entry for the annual HOPE Appeal. Performs routine administrative support and data entry functions. Exercises independent judgment in responding to pastor, parish, and donor inquiries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Provide effective management of confidential donor records in Raiser's Edge.
- Maintains confidentiality of donor and financial information.
- Process pledges and payments accurately and efficiently for Hope Appeal bank lock box.
- Create daily, weekly, and monthly reports for the Foundation and Finance Department.
- Administer adjustments and write-offs for HOPE Appeal and Cathedral Campaign
- Coordinates distribution of HOPE Appeal campaign materials to parishes
- Coordinates parishioner updates with parish administrators.
- Respond to donor questions regarding their donations.
- Facilitates all donor prayer requests to the bishop's office.
- Provides administrative and direct support for development activities as needed.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:** Prior experience with data entry and administrative work. Knowledge of Raiser's Edge or similar donor database software is preferred.

**OTHER SKILLS AND ABILITIES:** Ability to maintain confidentiality in all matters. Strong written and verbal communication skills. Must have excellent attention to details and organization skills.

**Approved:** \_\_\_\_\_  
Employee Date

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Supervisor Date