



THE ARCHDIOCESE OF GALVESTON-HOUSTON

Development Records – Data Entry Specialist

The Archdiocese of Galveston-Houston, led by Daniel Cardinal DiNardo, is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes and we participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community and we do all this in the name of our Lord, Jesus Christ. Today, more than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it the diocese with the largest Catholic population in the state of Texas and the 12th largest in the United States.

Summary:

The Archdiocese of Galveston-Houston is seeking suitable candidates for the position of Data Entry Specialist in the office of Development Records. This is a full-time, 12 month position which reports to the Director of Development Records and involves the entry, maintenance, reconciliation and reporting of donor gift data in the Blackbaud *Raiser's Edge* software at the Chancery Offices of the Archdiocese of Galveston-Houston.

This position is responsible for all data entry aspects of running a successful campaign, specifically, but not limited to, data planning, data entry, campaign reporting, and reconciliation of campaign revenue.

Education/Experience Requirements:

High school graduate or equivalent with at least one year of data entry and reconciliation experience. Position requires ability to focus and maintain attention to detail. Confidentiality is critical.

Interested and suitable candidates should submit a cover letter, resume, and compensation requirements via email to resume@archgh.org. Please indicate job title on subject line.

*Applicants who do not include compensation requirements may not be considered for further review.