



## Diocese of Salt Lake City Job Description

**Job Title:** Data Specialist **Date Revised:** 03/09/2022  
**Department:** Stewardship and Development **FLSA Status:** Exempt  
**Supervisor:** Director  
**Work Days:** Monday - Friday **Hours/Day:** 7.5  
Some evening & weekends

### **Summary:**

The Data Specialist provides database management, solicitation files, data processing, and computer support for the Office of Stewardship and Development as supervised by the Director of Stewardship and Development.

### **Responsibilities:**

- Maintain the Stewardship and Development database (ParishSoft) to ensure current and accurate information for effective gift solicitation, acknowledgment, correspondence, history, reporting and auditing.
- Maintain and update lists for DDD mailings.
- Prepare database files for solicitation packages.
- Prepare and send donor thank you letters weekly to mail house.
- Prepare and send Pledge Reminders monthly to mail house.
- Validate pledge, recurring and one-time gifts in database.
- Upload GiveCentral processing of electronic giving to ParishSoft database.
- Process checks through Wells Fargo Desktop Deposits.
- Prepare weekly/monthly campaign progress reports.
- Perform census updates to ParishSoft database per postal notices.
- Participate as an active member of the Office of Stewardship and Development in all other duties and events as assigned per the Director of Stewardship and Development

### **Required Education and Skills:**

- Understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- A high school diploma or equivalency required with a preference for additional education.
- Skilled in advanced database techniques preferably with knowledge of Microsoft SQL Server Management Studio.
- Knowledge of Microsoft Office required.
- Ability to maintain confidentiality.
- Ability to work in a fast-paced environment.
- Ability to work some weekends and evenings.