



Job Description

Title: Development Services Specialist

Department(s) Office of Stewardship & Development

Reports to: Director of Stewardship and Development

Summary and primary functions of this position

Responsible for the accurate & timely recording of donor contributions to the Roman Catholic Diocese of Albany in Raiser's Edge (RENXT), support of data integrity initiatives, support of parish reporting & database needs, and support of donor stewardship needs.

Illustrative duties, major responsibilities and regular activities:

- Key duties include processing checks, credit cards, and pledges, and reconciling donations.
- Data integrity assistance around donor records, parish rosters, and reporting.
- Use of RENXT expertise to assist Database Administrator on special projects and with providing parish support.
- Use of RENXT expertise to assist Office Manager with donor and parish gift information requests.
- Assist with office duties that support the donor-focused culture of the Stewardship office as necessary.

Knowledge, skills and abilities:

- Highly organized and detail-oriented individual who loves to learn and work with a complex donor database and its accompanying policies and procedures.
- Strong ability to connect individual tasks, data points, and departmental goals to the broader strategic objectives of the organization.
- Strong mathematical aptitude.
- Excellent customer service skills.
- Excellent verbal and written communications skills.
- Work with a minimum of supervision; recognize and honor confidentiality of donor information as well as department documents and information.
- Understand and carry out oral and written policies and procedures.
- Establish and maintain effective working relationships with other employees, the public and others contacted through the course of work.
- Ability to recognize and handle confidential information appropriately.
- Demonstrate respect for the teachings and traditions of the Roman Catholic faith.

Education and/or Certifications and experience:

- Associate's degree preferred
- Competent level of skill in Raiser's Edge or other donor database applications.
- Previous data entry experience preferred
- Microsoft 365 proficiency

Physical demands:

- The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.
- Position requires extended periods of sitting and working at a computer, ability to move about in an office environment, ability to operate office equipment, e.g., phone, computer, printer.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

Location	RCDA Pastoral Center 40 N. Main Ave., Albany NY 12203
Hours of work	35 hrs./week
Exempt/NE status	Non-Exempt
Pay Rate	\$22/hour
Date Posted	February 25, 2026

To APPLY: Please send cover letter and resume to: Nancy Bielawa, Executive Director, Office of Stewardship & Development, Roman Catholic Diocese of Albany, 40 N. Main Ave., Albany NY 12203 or via email to: Nancy.Bielawa@rcda.org. No calls please.