



CENTRAL CATHOLIC  
HIGH SCHOOL

**Job Posting – Advancement Operations Manager**

Central Catholic High School, rooted in the rich tradition of Catholic education in the Diocese of Toledo, seeks an energetic and driven individual to serve as a part-time Advancement Operations Manager.

At Central Catholic, transformation is at the heart of everything we do. We are committed to forming young women and men into disciples of Jesus Christ who are rooted in the Gospel, motivated by a lifelong pursuit of knowledge, and inspired to transform the world. We believe every student is created in the image and likeness of God and is called to a unique purpose.

The Advancement Operations Manager provides operational and administrative leadership for the Advancement Office. This position oversees donor database management, prospect research support, and administrative systems that ensure efficient fundraising operations.

Primary responsibilities include:

- Manage donor database systems while ensuring data accuracy and integrity;
- Generate reports and analytics to support fundraising strategies and leadership decision-making;
- Support donor prospect research and fundraising development;
- Develop internal systems and processes that improve office efficiency;
- Provide operational support for fundraising campaigns, donor stewardship, and advancement initiatives.

The ideal candidate is a detail-oriented professional with strong database, reporting, and organizational skills. An associate or bachelor degree in Business, Communications, or related field is preferred, but not required. Experience with CRM/database systems, fundraising software, and proficiency in Microsoft Office or Google Suite is required. Successful candidates will possess strong attention to detail and organizational skills as well as the ability to manage confidential donor information. All candidates must be committed to the mission of Catholic education.

Central Catholic offers a competitive salary and benefits package, including medical, dental, and vision insurance, retirement plan, 403(b), life insurance, and tuition assistance.



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Interested candidates should submit a resume, brief cover letter with wage requirements, and list of references to Mr. Cory Lehman via [jobs@centralcatholic.org](mailto:jobs@centralcatholic.org). The deadline for priority consideration is Monday, June 29, 2026.