



CENTRAL CATHOLIC
HIGH SCHOOL

Job Posting – Advancement Services Coordinator

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 full-time Advancement Services Coordinator.

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 Services Coordinator serves as the operational backbone of the Advancement Office. In addition, this position ensures the efficient operation of the Advancement, Marketing, and Enrollment offices while supporting the overall mission of Central Catholic High School.

Primary responsibilities include:

- Provide administrative support to the VP of Advancement as well as the Advancement, Marketing, and Enrollment offices
- Maintain and manage donor and constituent records within the designated fundraising software system including processing gifts, preparing donor communications, and generating timely dashboards and reports
- Maintain and manage prospective student, family, and enrollment records within designated enrollment software system, including processing applications and registrations, preparing family communications, and generating timely dashboards and report
- Assist with event registrations, attendee communications, and volunteer coordination
- Manage office supplies, purchasing requests, and departmental records

The ideal candidate is a highly organized and detail-oriented professional with strong database, reporting, and communication 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.



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Successful candidates will possess strong written and verbal communication 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.

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