



**DONOVAN CATHOLIC**  
— IT MAKES A DIFFERENCE —

711 Hooper Ave., Toms River, NJ 08753

Phone - 732-349-8801 Fax - 732-349-8956

*The high school community of Donovan Catholic educates its students to live their faith, respect and serve others in a global society, and pursue academic excellence in a College preparatory environment.*

Donovan Catholic High School in Toms River  
is seeking a qualified applicant starting January 2020

### **Database Administrator**

*Ideal candidate will possess the following:*

- Excellent recordkeeping, writing, communications and interpersonal skills.
- The ability to prioritize and perform multiple tasks simultaneously with minimal supervision.
- Extremely organized detail oriented and able to keep accurate records and follow up.
- BA/BS degree in related field.
- Minimum two years of experience in Raiser's Edge, or other database application, preferably as an administrator in a non-profit fundraising environment.
- Proficiency in Microsoft Office Suite, particularly Microsoft Excel and Microsoft Word, and a demonstrated ability to perform mail-merge functions.

**Email or fax resumes, cover letter and application to:**

**Mrs. Jeanmarie Lamme**

E-mail: [jlamme@donovancatholic.org](mailto:jlamme@donovancatholic.org)

FAX: 732-349-8956

Visit our homepage at: <http://www.donovancatholic.org>