Diocese of Toledo

Employment Opportunity

Information Systems Manager

Diocese of Toledo | Pastoral Center

The Diocese of Toledo is seeking an Information Systems Manager to assess technology needs and lead systems improvements, software implementations and technology projects for the Pastoral Center and related entities. This position manages the technology function and leads improvements in data management, reporting, system integration, and administrative processes, with network and desktop support provided by an external managed IT services provider.

Primary responsibilities include:

- Partners with department leaders to identify systems needs, evaluate software solutions and manage implementation projects, including defining requirements, evaluating business cases and costs, coordinating vendors, and managing timelines and adoption.
- Coordinates improvements to business applications, databases, data integration and reporting to strengthen operations and support diocesan ministries.
- Identifies opportunities to simplify workflows, reduce duplicate data entry and improve use of Microsoft 365, SharePoint and related tools.
- Serves as the primary liaison to the managed IT services provider, establishing service priorities and monitoring responsiveness, performance and cost-effectiveness.
- Evaluates emerging technologies, including AI. Recommends technology policies and coordinates approved implementation, staff training and communication.
- Recommends technology budgets, project priorities and contract renewals; coordinates technology vendors and services.

Candidates for the position must possess:

- A bachelor's degree in information technology, computer science, management information systems or a related field, or an equivalent combination of education, training and relevant experience.
- Five years of information technology experience, including at least three years managing technology functions. Demonstrated experience managing vendors, implementing software, improving processes and leading complex projects.
- Strong analytical, organizational and communication skills; the ability to work collaboratively with users of varying technical abilities, manage competing priorities and maintain confidentiality.
- An appreciation for the mission of the Catholic Church and a desire to serve in a ministry environment. Must have the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines and laws of the Roman Catholic faith.

This is a full-time position with a comprehensive benefits package. Qualified candidates please submit cover letter, resume and salary expectations to: humanresources@toledodiocese.org

10/23/2026