



FOR IMMEDIATE RELEASE:
John Carroll High School
3402 Delaware Avenue, Fort Pierce, Florida 34947
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John Carroll High School is seeking to fill the position of Director of Development

John Carroll High School is seeking to fill the position of Director of Development. Some of the job duties of this position include:

- Develop and implement strategies to seek donors to contribute to the school's Annual Giving Campaign, in addition to creating and disseminating the campaign literature
- Actively steward donors and build relationships with the community in order to grow the school's fundraising capacity
- Maintain school's donor database, and update accordingly
- Coordinate and plan a variety of special events and fundraisers, which may include, but are not limited to the Mega Drawing, Gala, and Golf Tournament
- Update the school's official Facebook, Instagram, and Twitter accounts, in addition to coordinating un-official social media sites using the name John Carroll High School
- Market the school through various print and electronic means
- Oversee the Parents' Guild and its activities and fundraisers, which include events such as monthly meetings, Back to School Night & Parent Expo, Grandparents' Day, Poinsettia Sales, Freshman Orientation, Teacher Appreciation Week, Quarterly Lunches for Faculty/Staff, METS Stadium Concession, Baccalaureate Reception, and Project Graduation
- Update and expand the alumni database in order to build a strong Alumni Association
- Work closely with the Director of Enrollment to promote the school and assist when there are areas of need
- Maintain the school's website and post updates accordingly
- Collaborate with internal and external stakeholders for the purpose of building effective communication, enhancing relationships, and ensuring a high quality of customer service to achieve JCHS's goals and objectives in addition to coordinating responses to all public information requests
- Ensure all branding standards are upheld by JCHS

To apply, please send a letter of interest, resume, and references to Mrs. Corey Heroux, Asst. Principal. Kindly include any prior experience and/or certifications by emailing CHeroux@JohnCarrollHigh.com or calling (772) 464-5200, extension 111. The school will be accepting applications through May 4, 2018.

John Carroll High School is a non-profit Catholic school located in St. Lucie County, who is proud to uphold its mission of inspiring the pursuit of educational excellence, fostering character formation, developing a commitment to service, and affirming the dignity of each student entrusted to our care.