



FOR IMMEDIATE RELEASE:  
John Carroll High School  
3402 Delaware Avenue, Fort Pierce, Florida 34947  
[www.JohnCarrollHigh.com](http://www.JohnCarrollHigh.com)  
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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](mailto: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.