



**CHARLOTTE CATHOLIC HIGH SCHOOL
SEEKS APPLICANTS FOR ASSISTANT DIRECTOR,
ADVANCEMENT & COMMUNICATIONS**

POSITION	Assistant Director, Advancement & Communications
POSITION TO BEGIN	August 10, 2020
TERMS	Full-Time
SALARY	Diocesan scale based on experience and qualifications.
QUALIFICATIONS	<ul style="list-style-type: none">• Bachelor's Degree• 3-5 years alumni relations or fundraising/event planning experience• Experience in managing interpersonal relationships with faculty, staff, alumni, donors and volunteers• Strong communications skills, both written and verbal.• Proficiency in desk top publishing and electronic communications.• Skills in media relations including using social media.• Must be comfortable in fundraising environment and with making direct contact with potential or existing donors• Ability to demonstrate initiative and manage details within the broader vision of the overall CCHS Advancement strategies• Willingness to work some evenings and/or weekends when required to attend events.
APPLICATION	Click here to download an application, which is in PDF Fillable format, and you must include it with your resume.
APPLICATION & RESUME SENT TO:	Ms. Sally McArdle, <i>Executive Director</i> Charlotte Catholic High School 7702 Pineville-Matthews Road Charlotte, North Carolina 28226 ssmcardle@charlottecatholic.com

