



DONOVAN CATHOLIC

— IT MAKES A DIFFERENCE —

711 Hooper Ave., Toms River, NJ 08753
Phone 732-349-8801 Fax 732-349-8441

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 seeks candidates who will fully embrace its mission, to provide an academically rigorous Catholic education to young men and women. We are a community where every student is known, the dignity of all is appreciated, and apparent and potential gifts are developed in mind, body, and spirit.

**Donovan Catholic High School in Toms River
is seeking an individual to assume the responsibilities of
OIA ASSISTANT**

The successful candidate should:

- Have database knowledge, preferably with Raiser's Edge experience.

Responsibilities:

- Be responsible for maintaining the Raiser's Edge donor database, tracking all revenue for the Advancement Office, which includes Donovan Catholic, St. Joseph Grade School, and St. Joseph's Church.
- Work closely with the Director of Advancement on the DCHS & SJGS FUND, Capital Campaign, Alumni initiatives, and donor-driven events.
- Assist with all correspondence with summer camps, Century Club, Scholarships, Open House, and all facets of the Office of Institutional Advancement.
- Manage, update, and monitor areas involved with the DCHS Website.
- Manage, update, monitor and create posts for DCHS Social Media platforms.

**Qualified candidates should forward a cover letter,
resume and recent letters of recommendation to:**

Mrs. Jillian Kelly at jkelly@donovancatholic.org

Visit our homepage at DonovanCatholic.org