



CRISTO REY  
SAN DIEGO HIGH SCHOOL  
THE SCHOOL THAT WORKS

## Director of Advancement

### WHO WE ARE - OPPORTUNITY & MISSION

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If you are interested in diving into a mission-driven culture to support equity in education that will generate a positive impact on local communities, then continue reading about this incredible opportunity to join a dynamic team at Cristo Rey San Diego High School. **With a 100% acceptance rate to four-year universities**, our college preparatory high school is making headlines for its innovative approach to preparing students to succeed in college and in life! We are tearing down systemic barriers to ensure equitable access to economic and educational opportunities.

Cristo Rey San Diego High School's mission is to educate young people of limited economic means to become men and women of faith, purpose, and service, and prepared for life. We provide a rigorous college preparatory curriculum, integrated with relevant work study experience and community service. In the finest tradition of Catholic outreach, we welcome students, staff members, and faculty of all denominations. Through our Corporate Work Study Program, students intern daily at nearly 50 for profit companies and for impact nonprofits throughout the county, and those **corporate partners rate our students at 99% meeting or exceeding workplace expectations.**

Learn more about our vision, mission, values, identity, what we do at [cristoreysandiego.org](http://cristoreysandiego.org).

### WHAT YOU'LL DO

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#### Position Summary

The Director of Advancement will work closely with the school's President, Vice President of Corporate Work Study, and Director of marketing and Communications to develop the strategic vision for fostering broad-and-brand-based philanthropic support for the school and its mission.

The Director of Advancement is also responsible for the successful implementation of

that vision by cultivating and stewarding relationships with individual, corporate and foundation donors. This position is expected to design and direct memorable events, and generate excitement about the range of ways community members can contribute to the growth and success of the school. The Director of Advancement position assists in promoting the school's strategic vision, established by the school's Board and the school's President in fostering corporate and philanthropic networking opportunities to generate benefactor and anchor benefactor support and resources for the school and its mission.

The Director of Advancement supervises the Associate Director of Advancement and the Community Relations & Event Coordinator and, under the President's direction, designs a strategic planning process for meeting and exceeding philanthropic school goals. He/she is expected to spend a significant amount of time in the field meeting with and promoting existing and prospective benefactors and generating new leads. When not doing so, he/she will spend their working hours on site collaborating under the direction of the President and with all Departments, as necessary.

The role is a year-round, full-time position, which requires a minimum of 40 hours per week plus a willingness to devote additional time as needed for board meetings, community and donor engagement events and other meetings.

### **Leadership & Administration**

- In partnership with the President, Board of Trustees, and Leadership Team, engage in formulating and executing a comprehensive strategic resource vision
- Serve as a member of the President's Leadership Team contributing to overall school direction, strategy and mission enhancement
- Respond to philanthropic needs and timelines of benefactors, as appropriate
- Build bridges throughout the school to aid in strengthening a culture of philanthropy
- Communicate with the President, Work Study, and Finance regularly regarding department budget in accordance with guidelines and school needs
- Work collaboratively with the Advancement and Marketing & Communications teams to meet and exceed annual friendraising philanthropic goals
- Collaborate with the Corporate Work Study Vice President regarding benefactor data bases and corporate client relationships, as well as the Director of Marketing and Communications on social media and other digital efforts.
- Help develop and guide systems, structures, and messaging for student

ambassadors.

## **Philanthropy Management**

- Together with the President, is responsible for identifying and achieving fundraising goals as identified by the President and Board of Trustees, including annual efforts, endowment and capital campaigns, and lead generation
- Develop and manage the execution and evaluation of strategies for all fundraising activities to include securing individual, corporate, and foundation contributions, sponsorships, and grants
- Lead and manage philanthropy staff, ensuring all staff achieve their professional goals and are provided the opportunity to grow in their roles
- Collaborate with and support marketing, communications, and external event needs, in particular those associated with nurturing relations and lead generation
- Recruit donors from a variety of communities, including those already approached and new sources and environments for leads
- Frequently coordinate events and agendas with Student Ambassador students involved in philanthropic and donor scheduled forums
- Invite benefactors to Monthly Masses and other advancement events.

## **Investment Gift Solicitation & Benefactor Relations**

- Develop and manage the execution of Major Giving and Planned Giving strategies
- Solicit and steward event sponsors and contributors
- Responsible for all stages of donor management including identifying, cultivating, soliciting, stewarding, and repeating gifts to the organization
- Provide strategic planning and support for annual giving stewardship, events, and volunteer efforts
- Together with the President, collaborate on Grant Management providing insight and review of grant strategy and activity.

## **Board of Trustee Support and Management**

- Serves as a contact between Board of Trustees and Department
- Attends Board Meetings to provide Philanthropy reports
- Engages and Manages Philanthropy Committee of the Board of Trustees
- Participates in the Finance Committee and CWSP Committees as is necessary
- Recommends individuals to serve on the Board.

## **Professional Presence**

- Model values consistent with Catholic education and service to others
- Exemplifies professionalism in manner, dress in order to build productive and long lasting relationships with philanthropic partners
- Engages donors and makes a lasting impression which will support commitment to the school mission
- Approaches learning through an advancement lens, and enthusiastically participates in professional development, particularly with the Cristo Rey Network, and seeks and applies feedback from all levels of the organization including instructional leadership
- Demonstrates drive and independence in accessing resources to further own improvement
- Contributes fully, intentionally, and constructively to the team in a range of ways: collaborating with departments for philanthropic ideas, including problem-solving unanticipated donor based challenges that arise
- Acknowledges collaboration strategies that are successful including engaging the voices of the leadership team and varying leadership styles
- Collaborates with peers with integrity, humility, commitment, humor, and joy to ensure the foundation of trust that will enable the school to accomplish its ambitious goals
- Engages philanthropic partners and donors with respect, fairness, and empathy to enable full partnership with the school
- Always works professionally and prudently with students when coordinating events with student involvement, following decorum and policies of the CRSDHS Handbook and Cristo Rey Network best practices

### **General Administrative & Other Responsibilities**

- Returns voice-mail/e-mail messages in a timely manner
- Communicates weekly, many times daily, with the President
- Attends weekly meetings with the President as well as the Leadership Team
- Models the critical collaborative behaviors of being an integral part of a collaborative advancement team
- Develops a schedule and goals which are flexible, transparent and ambitious in pursuing and developing donor relationships and outcomes
- Demonstrates a respectful demeanor within this work
- Observes utmost confidentiality regarding donor wishes, as is advisable
- Other duties as assigned.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to be driving to various philanthropic appointments, as are scheduled. The employee is required to be mobile to, from, the office, and in the school as well as maneuver

throughout the school facility to attend meetings, trainings, and other work-related events. The employee may be required to conduct trips to, from, and within various city and county-wide locations to attend training or workshops.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Drive to client meetings as directed by the objectives, supervisor and employee establish
- Sit while driving safely from location to location for scheduled philanthropic meetings
- Spend the majority of the day when not driving, sitting, standing and/ or walking around, While standing, frequently hold objects employee is working with or demonstrating
- Walk through the school offices and grounds and be able to maneuver in tight spaces between desks
- Walk on both even and uneven surfaces
- Periodically be able to kneel squat, stoop, or bend as necessary
- Reach at, below, or above shoulder height with the dominant upper extremity; may require trunk or neck rotation to look back
- Assist in moving event equipment, furniture as is needed or decided within the office
- It is occasionally necessary to lift and carry boxes weighing up to 25 pounds to offices.

## WHO YOU ARE

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- Bachelor's degree, preferred
- Minimum 4 years of experience in fundraising with an emphasis on Major Gifts, Event and Campaign Fundraising, or sales
- Documented record of increasing and diversifying financial support
- Demonstrates successful, visionary leadership and management experience
- Ability to effectively lead, develop, and motivate staff members
- Excellent written and public speaking communication skills and strong relationship-building capacity
- Knowledge of Microsoft Office and Google Suite, and familiarity with fundraising databases (e.g., Network for Good, Blackbaud, etc.)
- Pushes for results, strong problem solver with a demonstrable history of successful innovative solutions
- Action-oriented and collaborative style
- Passion for Cristo Rey San Diego High School's model, Mission and Values

- Sensitivity to and respect for the socioeconomic, racial, and religious backgrounds of the student body
- Ability to build relationships with donors in the community and with the school teams and department personnel.
- Active, practicing Roman Catholic (preferred), and respects and understands a Catholic school philosophy.

<b>POSITION:</b>	Director of Advancement
<b>CLASSIFICATION:</b>	Full time, Exempt
<b>REPORTS TO:</b>	President
<b>PAY RANGE:</b>	\$100,000 - \$140,000 DOE
<b>BENEFITS:</b>	Included in the overall compensation package

## HOW TO APPLY

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Submit a cover letter, your resume, and three references in one PDF to [drivera@CristoReySanDiego.org](mailto:drivera@CristoReySanDiego.org). Include "Director of Advancement" in the subject line of your email.

**Disclaimers:** *Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Cristo Rey San Diego High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.*