

Position Title: VICE PRESIDENT OF ADVANCEMENT

Who We Are

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works to fund the majority of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Want to learn more about us? Visit our [website](#).

Position Summary

The Vice President of Advancement will be responsible for hiring and leading a small advancement team to achieve the annual fundraising goal of approximately \$4 million plus a significant capital campaign. The Vice President will be an experience major gifts fundraiser, stewarding a portfolio of individuals, corporations, and foundations. The Vice President will formulate a dynamic plan to secure new sources of support by assessing and identifying financial needs in the school, researching potential funders, and composing case statements and unique funding proposals. The Vice President will serve as a key liaison to stakeholders including individuals, community organizations, corporations, and foundations invested in Cristo Rey Orange County's success.

Primary Responsibilities

Understand, embrace and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with students, parents, colleagues and administration.

• Fundraising Responsibilities

- Direct a comprehensive fundraising program for an annual goal of approximately \$4 million.
- Direct a comprehensive capital campaign of at least \$25million.
- Work closely with the President on major and principal donor strategies.
- Identify and cultivate new donors who are prospects for planned gifts.

- Prepare and pitch proposals for funding by individual donors and foundations and explore creative, multi-year requests; anticipate in-person meetings and local travel as necessary.
- Work closely with the Vice President of Corporate Work Study to engage current and prospective job partners with philanthropic activities of Cristo Rey.

- **Communications Responsibilities**
 - Develop and implement a strategy to continuously raise the school's profile in Orange County.
 - Develop and implement comprehensive cultivation, solicitation, and stewardship plans for all donors.
 - Steward a portfolio of major donors and ensure they are engaged in the work of Cristo Rey through creative impact reports, thoughtful acknowledgements, and personal interactions.
 - Collaborate with the leadership team to provide content for and input on publications, newsletters, and marketing materials, as well as ensure messaging and branding of all communications and event activities meets high standards.

- **Administrative Responsibilities**
 - Work closely with the President to set fundraising goals that are approved by the Board of Directors and accomplish goals against monitored expenses.
 - Build annual expense budget for all development functions and monitor expenses throughout the year.
 - Provide support to the President in areas of board reporting and board member identification and recruitment.
 - Staff all meetings of the Advancement Committee of the Board of Directors.
 - Participate in Cristo Rey Network meetings and events as necessary and represent Cristo Rey Orange County at conferences, meetings, and events with the President.
 - Hire and manage a professional fundraising team responsible for the calendar of appeals, individual, corporate, and foundation proposals, scholarship management, relationship building, stewardship, communications, and special event fundraising.
 - Provide guidance, leadership, and direction, including clearly defined performance expectations, and encourage professional development for the development team.
 - Utilize CRM system to track and plan all donor interactions and file correspondence as appropriate. Ensure that CRM system is properly maintained, and gift acknowledgements are timely.
 - Collaborate with the Business Office to ensure accurate record keeping for audit and reporting purposes.
 - Perform other duties and special projects as requested by the President.

Qualifications and Skills

- Professional experience in a non-profit organization; demonstrated success in advancement and development managing and forging relationships with multiple donor sources.
- Proven experience in building new relationships and cultivating existing relationships
- Demonstrated experience in identifying, cultivating, and soliciting stewarded individual gifts, foundation grants, and gifts of \$100,000 and above
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Flexible and adaptive style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to construct, articulate, and implement annual strategic development plan to secure funding for operations and capital improvements
- Strong organizational and time management skills with exceptional attention to detail
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- High energy and passion for the Cristo Rey mission is essential
- Build and lead a team to raise the school's profile in Orange County
- Management skills, in particular, goal setting, supervision, budgeting and evaluation
- Work alongside a leadership team dedicated to the success of Cristo Rey Orange County
- Strong leader with unquestionable integrity and ethical behavior that creates trust among the school's stakeholders
- Proven ability to make decisions and push for results with a sense of urgency to exceed goals and objectives
- Thrive under pressure and get things done in uncertain conditions – you know how to be comfortable with being uncomfortable
- Bachelor's degree required; Master's degree preferred
- Satisfactory completion of a criminal history background check and fingerprinting is required.

Other

- FLSA Status: Exempt
- Reports to: President
- Salary Information: Salary will be commensurate with experience and is expected to be in the range of \$110,000 to \$150,000. Eligible for healthcare



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benefits (medical, dental, and vision), paid holidays and vacation time, and retirement plan.

- Work Schedule Full-time, 12-month

How to Apply

Send PDFs of your resume and cover letter sharing how your gifts and experience will ensure you are a successful Vice President of Advancement to Careers@cristoreyoc.org.