

Director of Development

About Cristo Rey

Cristo Rey Orange County High School is a Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with relevant work study experience, students graduate ready to succeed in college and in life.

Cristo Rey employs an innovative Corporate Work Study Program that provides students with real world work experience. In this unique model, every student works to fund a portion 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 other professional organizations.

We Are:

- **Values-Driven:** We nurture the whole student-academically, spiritually, and socioemotionally.
- **Committed to Grow Opportunities:** We empower our faculty and staff to learn, lead, and thrive.
- **Invested in Students and Engaged Families:** We partner with families to support every student's journey and success.
- **A Proven National Model; New to Orange County:** Our community is proud to be part of a movement shaping the future of education.

Want to learn more about us? Visit our [website](#) to learn more about [the Corporate Work Study Model](#) and what it is like to [Join the Movement | Cristo Rey Network](#).

Position Summary

The Director of Development is responsible for leading and expanding Cristo Rey's philanthropic initiatives in close collaboration with the President. This experienced fundraiser would manage the Advancement Office team and develop the annual plan to identify, cultivate, engage, solicit, and steward existing donors while significantly expanding the donor base to meet an annual goal of \$5 million of operations. They would also be responsible for a portfolio of the school's major gift prospects. The Director would also play a key role in planning and implementing a comprehensive \$60M+ campaign that includes operating funds as well as funding for Cristo Rey's future campus and renovations. This dynamic professional will play a key role in building on Cristo Rey's national track record of success by establishing a foundation for generations of students to succeed.

Key Responsibilities

- Responsible and accountable to the President for the creation and successful implementation of a holistic advancement plan which includes major gifts, foundation grants, annual and scholarship giving, a major fundraising gala, and a planned giving

The School That Works

program.

- Manage and grow the Advancement staff to achieve the goals of the plan both financial and goals related to donor retention, acquisition, and engagement.
- Develop, recruit, and manage a portfolio of approximately 50 major gift prospects generating \$2M+ in commitments annually.
- Refine the major gift program's financial goals for the year based on the school's strategic plan, capital project requirements/needs, and the school's major gift potential.
- Oversee the school's communications strategy and communications manager.
- Develop the major gift program case for support document used as the primary sales tool for major gift solicitations.
- Manages the Advancement Committee of the Board in collaboration with the President.
- Work closely with the President, Development Staff, and Advancement Committee in pursuit of school goals.
- Collaborate with advancement team in executing all phases of the major gift process: identification, research, cultivation/involvement, solicitation, relationship management, follow-up, and stewardship.
- Manage, design, and present accurate and clear budgets, revenue trackers, and pipeline reports.
- Utilize electronic screening information on major gift prospects (e.g., Wealth Engine).
- Engage prospects regularly via in-person cultivation and solicitation calls.
- Other duties as assigned.

Qualifications

- A strategic, pragmatic optimist who can translate big ideas into actionable plans and results.
- A foundational commitment to the mission of Cristo Rey and Catholic values.
- Bachelor's degree in a related field; advanced degree preferred.
- Minimum of 5 years of experience in fundraising, with a proven track record of leading successful annual giving programs and securing major gifts.
- Excellent communication, interpersonal, and presentation skills.
- Collaborative, teamwork and entrepreneurial self-starter who is comfortable building programs from the ground up.
- Strong management skills with attention to detail and a high degree of accuracy in written work.
- Ability to prioritize work and perform multiple projects simultaneously while adhering to deadlines.
- Proficiency in donor database management and fundraising software.

Physical & Work Environment Requirements

- This position operates in a professional office environment and routinely uses standard office equipment.
- 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.

Classification & Schedule

Range: \$90k - \$130k annually depending on education, experience and skills

Reports to: President, Cristo Rey Orange County

Location: Cristo Rey Orange County High School – Santa Ana, CA

Employment Type: Full-Time, Exempt

Schedule: Monday–Friday, with seasonal evening/weekend hours

Start Date: As soon as available

How to Apply

- If you have the requested background and a passion for the mission of this school, send a cover letter and resume to careers@crstoreyoc.org “Director of Development” within the subject area
- Candidates with teaching experience, curriculum design skills, or strong training/coaching experience may fall on the higher end of the range
- Medical, dental, vision insurance
- Generous paid time-off (PTO)
- Excellent 403(b) Retirement Saving Plan with employer match