

POSITION TITLE: DIRECTOR OF DEVELOPMENT**Department:** Advancement Office**Reports To:** Founding President**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 of limited economic resources 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 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 with other professional organizations

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.

Principal 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 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.

Work Environment: This position operates in a professional office environment and routinely uses standard office equipment.

Physical Demands: 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.

Compensation: Salary information: \$90,000 to \$130,000 annually commensurate with education and experience. Eligible for robust suite of benefits including insurance (medical, dental, and vision), paid holidays and vacation time. Retirement plan is available.

How to Apply: Send a cover letter and resume to careers@crstoreyoc.org with "Director of Development" in the subject line. Applications will be reviewed, and interviews conducted on a rolling basis until the position is filled. References and other materials may be requested later.