



## **Assistant Director, Individual Giving**

**Department:** Community Engagement

**FLSA Classification:** Non-Exempt

**Reports To:** Executive Director, Community Advancement

**Who We Are:** Opening in 2009, CRJ now has student enrollment of nearly 500 young men and women. Cristo Rey Jesuit offers a rigorous college preparatory education available to students of limited economic resources in the Houston area. A unique Corporate Work Study Program places students in Houston businesses and nonprofits where they learn the expectations of the corporate world and earn up to 50 percent of the cost of their education. Cristo Rey Jesuit belongs to the national Cristo Rey Network of schools and the national Jesuit Schools Network.

**Our Mission:** To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

**Our Vision:** Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning, and excelling in all we do.

Read more about CRJ's teaching model and school community on our [website](#).

**Our Learning Community:** Cristo Rey Jesuit is a learning community of nearly 500 young men and women in grades 9 through 12 and a faculty and staff of 80 educators. Cristo Rey Jesuit students are talented, respectful, and well-behaved young men and women who participate actively in their learning endeavors. The ideal Cristo Rey Jesuit graduate is a person cognizant of God's presence in his/her life, who strives to be steadfast in faith, open to growth, committed to service and social justice, dedicated to academic excellence, and work experience. Every year, 100% of our graduates are accepted into colleges and universities. Cristo Rey Jesuit's faculty and staff are dedicated professionals who strive to embody the mission and core principles of the school, maintain the superior quality of its programs, invest directly in the lives of students, and engage in programs for their own professional and spiritual development.

**Who YOU are:** We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.

**The Job:** The Associate Director of Individual Giving leads the expansion of major, mid-level, and annual giving programs and helps to strengthen the culture of philanthropy at Cristo Rey Jesuit. The role will manage the Cristo Rey Jesuit portfolio of major donors and collaborates closely with the Executive Director of Community Engagement to manage gift prospects. The Associate Director of



Individual Giving will collaborate with the Community Engagement team to create strategies for fundraising from individuals, corporations, and foundations.

As a member of the Community Engagement team, this individual should be willing to support their colleagues in reaching the goals of the team. Qualified candidates must be able to work in a challenging environment and remain flexible with daily tasks and projects delegated to them. This person will be motivated by the Catholic/Christian/Jesuit mission of the school and by the opportunity to help establish an institution that will have a lasting positive impact on the greater Houston community.

**Responsibilities:** Include, but are not limited to:

- Meeting the annual Individual fundraising goals.
- Planning, designing, and producing materials for the cultivation, solicitation and stewardship of annual fund donors and prospects.
- Coordinating the “Sponsor a Student” Scholarship program and Annual Appeal including but not limited to:
  - Identifying prospects for the “Sponsor a Student” Scholarship program.
  - Researching CRJ database to identify individual prospects.
  - Working with CRJ faculty to match students to donors (for SASS and ACE) facilitate communication from students.
  - Contacting donors in person and on phone to thank for gifts.
  - Giving school tours.
  - Soliciting prospects for a gift.
  - Managing a budget and timeline for program implementation.
  - Creating a stewardship plan for past Gala attendees.
- Maintaining accurate records and producing tracking/progress reports.
- Assist in capital campaign planning and management regarding major individual donors.
- Producing prospect research, as needed.
- Other duties as assigned.

**Technical Skills and Professional Qualifications:**

- Ability to manage multiple tasks and consistently meet deadlines.
- High level of integrity, diplomacy, and initiative.
- Strong organizational skills and attention to detail.
- Flexibility, sense of humor, and willingness to assist with administrative tasks in a fast-paced team environment.
- Advanced communications & people skills.
- A positive attitude in dynamic situations.
- Highly self-disciplined.
- Microsoft Office Suite, Google Calendar, Canva, and general web skills.



CRISTO REY  
JESUIT

COLLEGE PREPARATORY SCHOOL OF HOUSTON

**Educational and Experience Requirements:**

- Bachelor's degree from a four-year University in business, marketing, communications, journalism, or related field.
- Minimum of five years of fundraising experience.
- Knowledge of DonorPerfect fundraising software preferred.

**Physical Requirements and Work Environment:**

- Regularly interact with students, parents, staff, and visitors.
- Work at a desk and computer screen for extended periods of time.
- Be able to occasionally lift up to 30 lbs.

**Compensation:** Competitive salary, benefits, and paid vacation.

To apply for this position, please email your resume, cover letter to [Jobs@crstoreyjesuit.org](mailto:Jobs@crstoreyjesuit.org). Note Assistant Director, Individual Giving in the subject line.

*Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Work Study Program, Inc are equal opportunity employers.*