



CRISTO REY
PHILADELPHIA

Advancement Associate

About Cristo Rey Philadelphia High School

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and now based in a beautiful campus in the Tioga neighborhood, the school serves over 540 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Cristo Rey Philadelphia offers a rigorous academic curriculum coupled with professional work experience. Each student participates in the Work-Study Program, an integral part of the Cristo Rey model, in which every student works one day a week throughout their four years at the school. Through this unique model, all students earn half the cost of their education by working one day a week through the Work-Study Program. The school's goal for every student is not simply high school graduation or college acceptance but college graduation. It is the mission of the faculty and staff to prepare every Cristo Rey Philadelphia student to be successful in college.

Cristo Rey Philadelphia High School was founded under the guiding pillars and principles of Believe, Dream, Lead, and Serve. It is important that our entire community lives by these values each and every day:

- We Believe in fostering a culture rooted in respect.
- We Dream of growth, with hard work and resilience as our guides.
- We Lead with integrity, knowing that the next one to lead is watching.
- We Serve to affirm our commitment to community.

Who We Are:

- **Values-Driven:** We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities:** We prioritize our faculty and staff's learning and growth.
- **Invested Students and Engaged Families:** Our students' families seek out our schools for our education, our Work-Study Program, and our values.
- **National Community:** Our faculty and staff are a proud part of a national movement. There are 40 Cristo Rey schools across the country.

We are looking for team members who are passionate about our mission and want to work with our incredibly talented community to give our students the opportunity they deserve.

Position Summary

Cristo Rey Philadelphia High School is seeking a dynamic Advancement Associate to join our Advancement team.

This individual will play a critical role in supporting the school's mission by overseeing the Annual Fund, managing donor engagement, alumni relations, volunteer coordination, and student ambassador activities. This position will formulate a dynamic plan to meet the school's annual fundraising goals and to secure new sources of support. The position requires excellent interpersonal skills and the ability to work comfortably with the various stakeholders of the Cristo Rey community, including board members, school leadership, Work-Study partners, donors, faculty and staff, volunteers, community leaders, families, students, and alumni. The ideal candidate will have one to two years of professional fundraising experience, preferably, but not limited to, work in development at an independent school or in higher education.

The Advancement Associate reports to the Director of Advancement. It is a full-time, exempt, 12-month administrative position performed on-site at Cristo Rey Philadelphia High School, located at 1717 W. Allegheny Ave., Philadelphia, PA 19132.

Key Responsibilities

Annual Fund

- Organize and implement a comprehensive Annual Fund program for donors under \$5,000, in coordination with the Assistant Director of Advancement, Annual Fund & Major Gifts.
- Create and disseminate annual appeals via mail and email solicitations, followed by individualized follow-up to encourage giving.
- Cultivate and steward meaningful relationships with Annual Fund donors.
- Write and send acknowledgement letters to donors of all giving levels.

Alumni Association

- Serve as the point person for the Cristo Rey Philadelphia Alumni Association, guiding and managing its fundraising activities and school engagement.
- Collaborate with Alumni Association Chair to organize and lead meetings, identify and recruit new members, and develop new initiatives.
- Support the Alumni Association in planning and executing an annual fundraising event, an annual class reunion, and alumni engagement with current students.

Friends of Cristo Rey & Volunteers

- Serve as the point person for the Cristo Rey Philadelphia Friends of Cristo Rey, guiding and managing its fundraising activities, mentorship program, and school engagement.
- Collaborate with Friends of Cristo Rey Chair to organize and lead meetings, identify and recruit new members, and develop new initiatives.
- Support the Friends of Cristo Rey in planning and executing an annual fundraising event.
- Revamp the school's volunteer group, including organizing events, handling group communications and invitations, and identifying and recruiting new members.

Student Ambassadors

- Manage the Cristo Rey Student Ambassadors in coordination with the Manager of Philanthropy, comprised of students who engage with supporters through the Scholarship Partners Program, events, school tours, and student panels.
- Train Student Ambassadors for the President's Circle Program in giving tours of Cristo Rey.
- Schedule and plan all tours for President's Circle Student Ambassadors.

Required Skills & Qualifications

Successful applicants will embody the mission: commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition, they will meet or exceed the following requirements:

- Thorough understanding of and commitment to the mission of Cristo Rey Philadelphia
- Strong organizational skills and acute attention to detail
- Ability to lead multiple projects at one time

- Excellent verbal and written communication skills
- Creativity and willingness to innovate
- Ability to compile, analyze and manage to data
- Self-starter and enjoys interacting with people of all types
- Ability to work both independently and as a member of a team
- Knowledgeable about donor relations and fundraising strategies
- Strong project management skills
- Comfortable in a flexible, challenging environment
- Ability and desire to work with high school students
- Occasional travel to donors, working occasional nights and weekends
- Expertise in Microsoft Office Suite, Google platforms, Salesforce or other CRM software
- Willing to do “what is best for students”

Education & Experience:

- Bachelor’s degree in a related field
- 1-2 years of professional fundraising experience, preferably, but not limited to, work in development at an independent school or in higher education

Employee Benefits:

- Cristo Rey Philadelphia offers competitive salaries that are based on experience and qualifications
- Medical/Prescription/Dental/Eye Care Insurance Coverage through a group health maintenance organization health insurance plan (PAISBOA HBT)
- Defined 403b Contribution Plan
- Available Professional Development and Continuing Education funds
- Paid breaks and holidays including New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Indigenous People’s Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve
- Free Lunch Benefit available daily as part of the school-wide lunch program

Job Application Process:

- Submit one PDF containing the following documents to jointheteam@crphs.org:
 - Cover Letter
 - Three Professional References
 - Resume

To be submitted upon an offer of employment (any offer of employment is contingent upon acceptable clearances):

- PA State Criminal Record Check (within one year)
- PA State Child Abuse History Clearance (within one year)
- FBI Fingerprint Record Check (within one year)

Equal Opportunity Employer

Cristo Rey Philadelphia High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school administered programs.