



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life. To learn more about the school, please visit: www.cristoreyatlanta.org

Director of Development and Communications

Reports to: Cristo Rey Atlanta Jesuit High School President

Direct reports: Data & Donor Relations Manager; Mentor and Scholarship Relations Manager (PT); Marketing and Communications Specialist; and contracted Grant Writer

Department: Advancement

Summary of Job Responsibilities: The Director of Development and Communications will manage all philanthropic activities at Cristo Rey Atlanta Jesuit, including donor cultivation, individual giving, grant writing, foundation relationships, corporate sponsorships, Student Scholarship Organization fundraising and management, event management, and donor correspondences. Additionally, the Director will oversee all marketing and communication functions of the school.

General Responsibilities:

- Oversee all fundraising functions, ensuring that the school meets its financial needs each year
- Cultivate and steward relationships with individual, corporate, and foundation donors
- Work in cooperation with the Corporate Work Study Department to secure foundation and angel sponsors
- Utilize Raisers Edge software to accurately manage all donations, acknowledgements, constituent information, campaigns and appeals
- Direct all marketing and communications functions including the website, social media, newsletters, collateral and signage, press releases, media relations, video and photography content to ensure that the school is communicating its mission effectively to supporters, alumni, parents, volunteers, and the broader community
- Organize all fundraising events
- Research and manage grant application strategy and processes, including applications and timely reporting
- Market the federal and state tax credit scholarship programs working closely with the Georgia GOAL and American GOAL staff to ensure that Cristo Rey Atlanta Jesuit receives as much funding as possible through those efforts.
- Oversee the Mentor Program and support school-wide volunteer utilization
- Attend all Board of Trustee meetings and provide reports for the Development Committee Chair
- Facilitate Board Development Committee meetings and attend all Finance Committee and Investment Committee meetings
- Sit on the President's Senior Leadership Team
- Attend and provide meaningful contributions to all school leadership meetings
- Hire and supervise Advancement staff
- Provide direction and ensure that all staff work toward overall program goals
- Perform other tasks as assigned by the President

[The School That Works in the Heart of Atlanta](http://www.cristoreyatlanta.org)

222 Piedmont Avenue, NE | Atlanta, GA 30308 | www.cristoreyatlanta.org | 404-637-2800

**Required Skills and Competencies:**

Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta's team. In addition, applicants should meet or exceed the following requirements:

- An undergraduate degree is required; a graduate degree is preferred
- Knowledge of and respect for Cristo Rey's Catholic, Jesuit mission
- 5 years of successful advancement experience
- Ability to work in a fast-paced environment
- Strong organizational skills are essential
- Grant writing experience
- Proficiency with The Raisers Edge
- Excellent verbal and written communication skills
- Critical thinking and problem solving skills, including evidence of enhancing an organization's performance
- Ability to build and maintain strong relationships with donors, board members, and key stakeholders to foster long-term engagement and support

Apply:

To apply, submit the following items to hr@crstoreyatlanta.org. Please include the position in the subject line.

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)

Cristo Rey Atlanta Jesuit High School is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, or any other category protected by federal, state or local law in the administration of any of its educational programs and activities or with respect to employment.