CRISTO REY
PHILADELPHIA

Director of Major Gifts

Position Summary

Cristo Rey Philadelphia High School is seeking a dynamic and experienced Director of Major Gifts to join our Advancement team.

This individual will play a critical role in supporting the school's mission by securing major gifts, particularly through the Educational Improvement Tax Credit (EITC) and Opportunity Scholarship Tax Credit (OSTC) programs and the Scholarship Partners Program, and stewarding a portfolio of individuals, corporations, and foundations. Alongside the Vice President of Advancement, 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, community leaders, families, and students.

The ideal candidate will have a minimum of five years of fundraising experience, with a proven track record in major gifts solicitation and donor stewardship.

The Director of Major Gifts reports to the Vice President 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

Major Gifts

- Manage a portfolio of major donors, including individuals, corporations, and foundations.
- Identify, cultivate, and solicit a pipeline of major gift prospects.
- Oversee and coordinate ongoing strategic communication plans with assigned prospects.
- Coordinate with the Vice President of Advancement in soliciting gifts through the Pennsylvania Tax Credit Programs (EITC and OSTC) through Cristo Rey's LLC.
- Maintain complete and timely records of contacts with prospects through Salesforce.
- Fulfill other related duties as requested.

Scholarship Partners Program

- Oversee and operate the school's major gifts program, the Scholarship Partners Program.
- Coordinate with the Advancement Associate to manage the Cristo Rey Student Ambassadors, comprised of students who engage with supporters through the Scholarship Partners Program, events, school tours, and student panels.
- Plan and execute the annual Scholarship Partners Celebration to steward existing donors and to attract new donors.
- Cultivate and steward relationships with individuals, corporations, and other constituencies that support the Scholarship Partners Program.

- Maintain complete and timely records of contacts with prospects through Salesforce.

College Scholarships
- Cultivate and steward relationships with individuals, corporations, and other constituencies that support College Scholarships.
- Support the Advancement Associate in disbursing scholarship payments, monitoring ongoing alumni scholarship eligibility, and coordinating get-togethers for alumni and supporters.

Annual Fund
- Serve as the point person for the President's Advisory Council to guide and manage its fundraising activities. Attend all PAC meetings and provide a quarterly update.
- Lead the successful execution of Cristo Rey Philadelphia's annual fundraising event intended to identify new donors and steward current supporters of Cristo Rey.
- Lead and manage the coordination of the fundraising event, particularly in securing sponsorships and financial support.

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
- Previous EITC/OSTC knowledge
- Willing to do "what is best for students"

Education & Experience:
- Bachelor's degree in a related field
- 5+ years of professional fundraising experience, preferably, but not limited to, work in development at an independent school or in higher education

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

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 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.

Employee Benefits:

- Cristo Rey Philadelphia offers competitive salaries that are based on experience and qualifications
- Medical/Prescription/Dental/Vision Care Insurance Coverage
- Defined 403b Contribution Plan
- Available Professional Development and Continuing Education funds
- Paid breaks and holidays
- Free Lunch Benefit available daily

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.