



**Cristo Rey San Jose Jesuit High School  
Vice President for Advancement  
Position Description**

Cristo Rey San Jose Jesuit High School (CRSJ) is seeking a Vice President for Advancement to provide strategic and operational leadership in the creation of a high performing Advancement program. The new Vice President will serve as a key thought partner on the future of CRSJ and directly report to the President. Affording a tremendous opportunity to affect transformative change in Silicon Valley, the best candidate will bring demonstrated success in securing philanthropic investments for a mission-driven institution.

**Introduction to CRSJ**

Serving approximately 500 high school students from underserved, lower-income communities in San Jose, CA, CRSJ blends a rigorous academic program, broad-based preparation for college, significant professional work experience, and Jesuit Catholic values to create a culture of high expectations that empowers young people to succeed and lead in high school, college and beyond.

Founded in 2014 and generously supported by benefactors, foundations and corporate partners, CRSJ has made remarkable strides in just a few short years. Situated in an urban neighborhood, the school opened a striking new gym and multipurpose pavilion this year and completed a new academic and administrative building in 2016 - both funded through a capital campaign. As it prepares to celebrate the graduation of its first senior class and the students successful transition to college, CRSJ is seeking a Vice President for Advancement who will bring well developed relationship building, networking and fundraising skills and who is eager to tackle the rewarding work of securing the contributions which will transform lives.

**Mission Statement**

Cristo Rey is a Jesuit, Catholic high school that empowers students from underserved communities in San José to be men and women for others who are prepared spiritually, academically, and professionally to complete college and who will become accomplished leaders committed to a lifelong pursuit of learning, faith, and justice.

## **Essential Position Responsibilities**

Create, develop and successfully implement the school's fundraising activities to: secure significant annual operating funds (through major gifts, annual gifts, grants and events); promote financial sustainability by securing planned, endowed and capital gifts; respond to future strategic priorities through comprehensive campaign strategies; and respond to benefactor opportunity and student need by completing strategic projects identified by the President.

Provide stewardship of top major gift prospects and solicit as appropriate; personally maintain a prospect pool of major donors as well as ongoing relationships with benefactors. Identify key prospective donors and prepare strategy notes for the President, Chancellor and members of the Board of Directors to cultivate and solicit.

Serve as a champion for student success. Inspire prospective donors and key stakeholders with the data and the stories that articulate student achievement and need.

Serve as a member of the President's Cabinet. Form strong partnerships with Cabinet members. Partner with the Principal and COO/Director of the Corporate Work Study Program to achieve school goals.

Promote Board of Directors leadership in fundraising and staff appropriate committee of the Board. Engage with Board in developing a new strategic plan. Provide leadership for the Advancement plan.

Build a successful Advancement operation by managing cost-effective expense budget, including reporting on and monitoring revenue to ensure financial goals are achieved. Develop and maintain donor research, stewardship, gift accounting and records/database management.

Develop productive partnerships within the school community, with particular attention to students and staff, to better understand and represent the school's mission and needs. Identify engagement, stewardship and cultivation opportunities in areas of greatest philanthropic interest to potential donors. Inspire the school community to create a culture of philanthropy by engaging board members, staff and student Ambassadors in donor events, campus tours and appreciation activities.

Produce and implement an integrated fundraising, marketing and communications plan in collaboration with Admission, Corporate Work Study and University Access and Success.

Hire, train, supervise and evaluate one full time staff and one part time staff.

Other duties as assigned by the President.

## **Qualifications**

Commitment to Jesuit Catholic secondary education and CRSJ's mission to educate the underserved and poor in San Jose.

Commitment to cultural competency, inclusion and diversity.

Three to five years of experience directing fundraising programs and successfully soliciting major funding.

Bachelor's degree.

Significant and progressively responsible experience with duties described above, including management.

Excellent verbal and written communication skills.

Ability to discover, cultivate and maintain relationships with major donors, corporate leaders and partners, major stakeholders in the Catholic community, foundations and other key constituents.

Preference for previous work in Silicon Valley.

Proven track record in working strategically with an entrepreneurial spirit.

Dedication to high school and college student success. Preference for candidates with professional work experience in education.

## **To Apply**

CRSJ offers a competitive salary and benefits package. For best consideration candidates should submit, no later than June 1, 2018, a current resume and a cover letter indicating why they are particularly interested in and qualified for the position. Material should be transmitted via email attachment to Monica Wahler, Director of Human Resources at [monica.wahler@crstoreysj.org](mailto:monica.wahler@crstoreysj.org).

## **Non-Discrimination and Equal Employment Opportunity Policy**

Cristo Rey San Jose Jesuit High School is dedicated to both the letter and the spirit of the equal employment opportunity laws. Employment decisions will not be made on the basis of race, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (including pregnancy, childbirth, or related medical conditions), age or sexual orientation, military or veteran status or political affiliation. Employment decisions based on religious preferences and other religious needs may be made in accordance with applicable law. Cristo Rey also prohibits discrimination on the basis of these protected classifications.