



Position Summary:

The Vice President of Advancement reports to the President of Christ the King Jesuit College Preparatory School, and will have primary responsibility for planning, managing, and executing all development related activities in support of the mission of the school. The Vice President is a member of the Leadership Team at Christ the King, and provides advice and counsel on all major management decisions, collaborating with members of the leadership team to drive institutional goals, success, and culture.

The Mission:

Christ the King Jesuit College Preparatory School, a Catholic school on Chicago's West Side and a member of the Cristo Rey Network, challenges and inspires its young women and men through the integration of academics, work experience, and extracurricular activities to lead lives of integrity, faith, and servant leadership for the greater glory of God.

Essential Responsibilities:

- In support of the school's priorities, build and manage a staff of sufficient experience and competence to successfully create and execute an operations plan for the advancement program (4 FTEs and \$3MM+ in operations and capital gifts);
- implement an ongoing major and planned gift program to support student scholarships, capital funding, and endowment growth;
- initiate, develop, deepen, and expand connectivity with significant donors on behalf of Christ the King. Work with the President to ensure that these are cultivated properly and have multiple touch points and relationships within the Christ the King community;
- develop marketing strategies (including social media and web presence) to build understanding and support for the mission of the school, promote and develop its identity and brand, and foster opportunities for advocacy and partnership;
- prepare and ensure the accuracy of fundraising reports that measure timely progress toward annual goals;
- assist the President in managing relationships with current and former members of the Board of Directors, identifying and recruiting new members, and participating on relevant committees of the Board;
- enhance, develop, and expand our outreach to foundations and endowments;
- develop a master calendar of development activities and events, ensuring proper planning, execution, and follow up;
- to be visible in the civic and philanthropic communities of Chicago and suburbs in order to promote the school and attract donors and advocates to advance the mission of the school.

Qualifications, Experience, and Personal Characteristics:

- A demonstrated commitment to Catholic and Jesuit, faith-based education;
- a successful track record in the cultivation, solicitation, and stewardship of donors and potential donors;
- proven commitment to serve and connect on a personal level with African-American and Latino students and families from economically underserved communities;
- a working knowledge of donor database programs, preferably Raiser's Edge, and skilled in the use of Microsoft Office Suite;
- exceptional leadership and management skills to inspire, lead, and work collegially with members of the faculty and staff;
- strong financial competence in budgeting and revenue goal setting;
- demonstrated experience in a management role;
- persuasive communication style, with excellent written/oral communication skills;
- creative, flexible, and entrepreneurial attitude.

Application Procedure:

Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package. Interested candidates should email or mail a resume and cover letter to:

msmith@ctkjesuit.org

Advancement Search Committee
Christ the King Jesuit College Prep
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