



Cristo Rey Jesuit High School Position Description

Job Title: Director of Development
Reports To: President
Location: 2924 4th Ave S., Minneapolis, MN 55408
Beginning: March 1, 2017
FTE/Classification: Full Time, exempt

Primary Functions: Oversee all fundraising and communications and serve on the school leadership team.

Organization Summary

Cristo Rey Jesuit High School is a rapidly growing high school located in the Phillips neighborhood of south Minneapolis. Our mission is to serve and educate under-resourced students and families in the Jesuit tradition as a Catholic, College and Career Preparatory School. Now in our tenth year, we have 455 students and a \$6.2 million budget. We plan to reach maximum enrollment of 500 in 2018.

Cristo Rey Jesuit High School is part of an expanding national Cristo Rey Network where each student works one day per week in an entry-level corporate job to develop technical and professional skills while earning half the cost of their education. There are currently 32 similar high schools across the country, with two being added each year. Those schools have 10,000 students and have produced 10,000 graduates. The Network goal is for 70% of graduates to achieve a college degree within six years of high school graduation.

Essential Duties and Responsibilities

- Meet annual operating and capital fundraising goals
- Manage day-to-day activities of the Development Office
- Supervise, train, and encourage the professional growth of development and communications team members
- Manage and implement major gift cultivation, solicitation and stewardship efforts
- Coordinate visits between the President and major donors and prospects
- Direct and coordinate grant and foundation solicitation
- Organize events to bring together potential donors with school leaders, faculty and students
- Host prospects and donors on campus
- Meet regularly with President with regards to Development Office activity
- Work with the Development Committee of the Board to set/review annual goals and activity
- Prepare a quarterly report for the Board of Directors
- Meet regularly with the Development Chair of the Board of Directors
- Develop and manage development department's budget

- Develop an annual strategic fundraising plan for approval by the President
- Ensure that all development technology is up-to-date and functioning
- Serve as a member of school Leadership Team
- Represent the school at meetings of development officers in the Cristo Rey Network
- Other responsibilities and duties as assigned by the President

Requirements

- Bachelor's or higher academic degree
- At least five years' experience in fundraising
- Ability to communicate effectively both orally and in writing
- Commitment to the mission of Cristo Rey Jesuit High School
- Ability to support the Catholic and Jesuit character of the school
- Experience with donor database software
- Working knowledge of Microsoft Office Suite and basic office systems
- Ability to read, write, and speak English fluently and professionally
- Ability to prioritize multiple projects and requests
- Excellent organizational and time management skills
- Understand the importance of handling confidential information

Additional Information

The Director of Development leads the Development and Communications team, currently consisting of the Director of Development, Development Coordinator, Grant Writer, and Marketing and Communications Manager. The Director of Development also serves on the school Leadership Team.

Salary commensurate with experience. Excellent benefits: health, dental, life, short-term and long-term disability insurance, 401k, and generous paid time off and holidays.

This position requires interaction with students, faculty, staff, and visitors.

To apply: send your cover letter, resume and salary requirements to Jeb Myers at jebmyers@cristoreytc.org.