



CRISTO REY

JESUIT HIGH SCHOOL
MILWAUKEE

POSITION:	Development Director
CLASSIFICATION:	Exempt
SCHEDULE:	Full Time

Cristo Rey Jesuit High School in Milwaukee is a private, Catholic, Jesuit high school serving students of diverse backgrounds living in Milwaukee, WI whose educational options are financially limited. Cristo Rey Jesuit's mission is to provide an affordable Catholic secondary education with a college prep curriculum and Corporate Work Study Program to prepare graduates for success in college, work, and life.

SUPERVISOR: President

JOB SUMMARY: The Director of Development is responsible for

- (1) Leading, directing, coordinating, and executing the strategic development plan approved by the President
- (2) Overseeing day-to-day operations of the school's Development office
- (3) Overseeing, developing, and implementing marketing and public relations/communication efforts of the school
- (4) Other duties as assigned by the President

ESSENTIAL FUNCTIONS

Fundraising:

- Develop annual and long-term strategic fundraising plans in accordance with Cristo Rey's Catholic and Jesuit mission and overall marketing strategy of the school for approval by the President
- Assist the President in cultivating relationships and soliciting funds from major gift prospects
- Research the missions and funding priorities of foundations and other grant-making institutions and high net worth individuals in accordance with the mission and overall development strategy of the school
- Identify, establish, and maintain personal contact and relationships with foundations and program officers, individual and corporate donors
- Design, implement, and manage the grant proposal process. Develop and write grant proposals, persuasively communicating the school's mission and needs to potential funders.
- Tracks high net worth donor contacts and updates donor profiles on a regular basis
- Plan and executes fundraising and donor cultivation events
- Coordinate the annual appeals

Communications and Public Relations:

- Works closely with President and members of the Leadership Team to develop the school's overall marketing, communication and PR strategy across various departments (Development, Corporate Work Study Program, and Admissions) and their target audiences
- Oversee the design of all school marketing materials, ensuring that all communications and all marketing materials from every department in the school are consistent and of high quality
- Responsible for creating, refreshing content, and managing the school's website, Facebook page, Twitter account, and other social media opportunities
- Coordinate the production of e-newsletters and blog posts
- Manage all public relations, including press releases, efforts to get the school publicity through all media
- Draft and manage the production of the school's annual report
- Represents the school at related public functions and develops community relations

Office Management and Leadership

- Manage development database, ensuring that information on each contact is up-to-date
- Serve as the point person for all requests for funds made by any member of the school staff
- Prepare reports for the Board of Trustees
- Supervise development staff towards the goals of the development office and Cristo Rey Jesuit High School
- Staff all meetings of the Development Committee of the Board of Trustees

QUALIFICATIONS:

- Bachelor's degree with experience directly related to the duties and responsibilities specified.
- Experience with fundraising, managing professional staff and soliciting major gifts
- Exceptional interpersonal, organizational, and analytical skills
- Exceptional written and oral communication skills
- Creativity, flexibility, and entrepreneurial skills
- Desire to work in a fast-paced start-up environment
- Ability to develop and implement strategic plans
- Strong personal alignment with the Cristo Rey's Catholic and Jesuit mission

To apply for this position:

If you are qualified and interested in this position, send:

- a letter stating personal intent,
- a comprehensive resume, to:

Andrew Stith, President

andrew.stith@marquette.edu