

**November 2015**

**Cristo Rey Jesuit High School Seeks  
Director of Corporate and Foundation Relations**

Cristo Rey Jesuit High School seeks a Director of Corporate and Foundation Relations to join a five person Advancement Team. Reporting to the Director of Development, this position is responsible for the management of all grants and scholarship programs and prospect/donor research at Cristo Rey.

This includes:

- Maintain and grow existing relationships with Family and Corporate Foundations through reports, providing requested information, facilitating on-site visits, and writing and submitting new proposals;
- Maintain and seek new support from government agencies;
- Utilize prospect research tools to grow the donor base;
- Research potential new funders (individuals and foundations) based on identified needs in the school;
- Research and help identify new volunteers and advocates for Cristo Rey's mission;
- Interface with students and families regarding various scholarship opportunities for high school;
- Collaborate with internal departments for grants and scholarships to determine needs and implement processes;
- Assist with all advancement-related activities, as needed;
- Other duties as assigned.

The ideal candidate must be supportive of Jesuit/Catholic ideals and be committed to the mission of Cristo Rey Jesuit High School. Cristo Rey brings private, college preparatory education to the center city in a new and innovative way. Cristo Rey's educational model is nationally recognized and has been replicated in several other cities across the country with 30 schools in all.

**Job Qualifications:**

- Bachelor's degree
- Superior writing, communication, and organizational skills
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to work well independently with minimal supervision as well as a member of a team
- Demonstrated ability in planning and implementing goals and initiatives
- High degree of flexibility and initiative
- Commitment to the mission, values, and goals of Cristo Rey
- Experience with databases and records management and ability to learn new systems quickly
- Proficiency in Microsoft Office programs
- Bilingual in Spanish, preferred

**Résumé and cover letter should be submitted to:**

Attn: Director of Corporate and Foundation Relations Search Committee  
[jobs@crstorey.net](mailto:jobs@crstorey.net)

Cristo Rey Jesuit High School  
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