



Director of Corporate Relations Position Description Cristo Rey San José Jesuit High School

Introduction

Affording a tremendous opportunity to affect transformative change in Silicon Valley, Cristo Rey San José Jesuit High School (CRSJ) is seeking a Director of Corporate Relations to grow its Corporate Work Study Program (CWSP). The best candidate will bring demonstrated success in business development, sales and/or fundraising for a mission-driven institution.

Educating 460 high school students from underserved, lower-income communities in San José, CRSJ blends rigorous academics, broad-based preparation for college, significant professional work experience and Jesuit Catholic values to educate young people to succeed and lead in high school, college and beyond. CRSJ is a member of the Cristo Rey Network, one of the most innovative and successful educational programs in the nation. The Director of Corporate Relations, promoting CRSJ's Mission, plays a critical role in the success of the School by ensuring that CWSP jobs are available for all students and that relationships with Corporate Partners are acquired, expanded and retained.

Mission Statement

Cristo Rey San José 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.

Position Description

Reporting to the President and working in partnership with the Executive Director of CWSP, the Director of Corporate Relations ensures that CWSP job revenue goals are set and met by securing and retaining a diverse portfolio of participating Corporate Partners. The Director will work in close collaboration with the CWSP Board, Board of Directors, CWSP team and Advancement team to leverage job networks and secure new Corporate Partners while increasing engagement/retaining current Corporate Partners. In doing so, she/he will grow CRSJ's presence in San José and across Silicon Valley. The Director of Corporate Relations will be successful by meeting and exceeding revenue targets and integrating their work intentionally and strategically into CRSJ's Academic, CWSP and Advancement/fundraising programs.

Responsibilities

- **Secure and retain Corporate Work Study Program jobs for all CRSJ students**

- Lead job revenue growth to generate 60%+ of the school's annual operating revenue. Over the next two years, increase the number of jobs to ensure over 90% of CRSJ students are placed in revenue producing jobs.
 - Manage the sales cycle with new and current Corporate Partner prospects by building a robust pipeline; leading the identification of new prospects; securing face-to-face meetings; selling the program by communicating the story/mission/business case; answering questions and overcoming objections; and ultimately closing and signing contracts with new Corporate Partners/expanding jobs with current Corporate Partners.
 - Retain current jobs and Corporate Partners
 - In close collaboration with the Executive Director, increase and sustain job retention to 90%+
 - Implement and participate in events/high quality Corporate Partner stewardship
- Build/ foster long-term relationships with key corporate decision makers (C-suite, executives, program liaisons, gatekeepers and Foundations). Leverage to deepen relationship with CRSJ.
- Engage CRSJ and CWSP Board members, President, Executive Director of CWSP, Chancellor and Vice President of Advancement in securing and retaining top Corporate Partners.
- Staff meetings of the CWSP Board. Leverage Board contacts to identify new prospects. Train and coach Board members to be effective representatives of the CWSP to the Silicon Valley business community.
- Supervise .5 FTE Corporate Relations staff.

- **Partner with the Executive Director, Corporate Work Study Program to build the CWSP**

- Ensure comprehensive strategies and metrics are in place to achieve desired job acquisition, growth and retention (including but not limited to C-suite engagement, revenue forecasting and tracking, renewal/upsell targeting and closing, sales pipeline reporting)
- Develop and maintain relationships with executive decision makers at corporate partners in order to secure referrals for new placements.
- Collaborate to measure, report and meet/exceed Key Performance Indicators as outlined in the CWSP Strategic Plan
- Leverage work of CWSP Relationship Managers with supervisors and students to ensure high job retention and expansion; participate in selective site visits and partnership activities
- Appreciate and articulate the importance of the professional work experience to student success in high school, college enrollment and graduation and career
- Collaborate with the Vice President for Advancement to secure corporate foundation grants, Rey of Hope sponsorships, corporate matching gifts, third party fundraising events and channel Corporate leads that are not strong fits for CWSP placements to other sponsorship opportunities

- **Provide Senior Leadership**

- Member of President's Cabinet (senior leadership team).
- Work with the Executive Director and the President to provide staffing for the Corporate Work Study Board and the Board of Directors.
- Engage CRSJ faculty and staff in attaining CWSP goals.

Qualifications and Experience

- Commitment to Jesuit Catholic secondary education and CRSJ's mission to educate the undeserved
- At least 3-5 years of RELEVANT experience in business development, sales or fundraising
- Experience in non-profit fundraising/sales or corporate sales with demonstrated track record of success
- Established network of Silicon Valley corporate executives strongly preferred
- Ability to collaborate and desire to partner to grow and improve the CWSP
- Self-starter who enjoys a challenge, accepts responsibility, and learns quickly
- Excellent relationship-builder; able to integrate into new networks and communities with poise and purpose
- Strong written/oral communication and organizational skills.
- Ability to analyze and utilize data to improve individual and organizational performance
- Demonstrated ability to work collegially and professionally with colleagues and prospects
- Willingness and desire to continue pushing for jobs for CRSJ students in the face of skepticism and objections
- Natural ability to network with professionals of all levels, backgrounds and industries.
- Demonstrated ability to work on a team that requires humility, integrity, tolerance, a desire for continuous improvement, sense of humor and openness to feedback
- Experience with Salesforce
- Undergraduate degree required, Master's Degree or other advanced degree preferred

To Apply

CRSJ offers a competitive salary and benefits package. For best consideration candidates should submit a current resume and a cover letter no later than November 12, 2019, indicating why they are particularly interested in and qualified for the position. Material should be transmitted via email attachment to Sarah Chesson, sarah.chesson@cristoreysj.org.

Non-Discrimination and Equal Employment Opportunity Policy

Cristo Rey San José 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.