

## **Director of Development, Cristo Rey Boston High School**

### **Mission Statement**

A Catholic high school exclusively serving families of limited economic means, Cristo Rey Boston educates young people to become men and women of faith, purpose, and service. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond with the values essential to a fulfilling life.

### **Organization**

Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 30 Catholic schools serving 9,950 students across the country. The mission of the Cristo Rey schools is to prepare low-income students to enter and graduate college through a rigorous curriculum and a unique work-study program in which all students work at entry-level jobs in local businesses. Through the Corporate Work Study Program (CWSP) every student works five full eight-hour days per month at area businesses. The CWSP Department trains students to succeed at their placements and provide real value to each company.

### **Position Description**

The Development Director is responsible for the day-to-day operations of the Development department and for ensuring that the school meets its yearly operating and capital fundraising goals. S/he is a member of the school's leadership team and assists the President in the management of the school and the implementation of directives by the Board of Trustees. The Director will function as the Major Gift Officer and be expected to conduct donor research, track current donors, and develop donor specific cultivation plans. Candidates should bring experience relevant to the position, deep Boston connections, and a passion for urban and low-income education and youth.

#### Experience and Qualifications:

- Master's Degree preferred
- 5 years of experience in development
- Proven track record of creating and implementing revenue generating events and
- Outstanding written and oral communication skills
- Experience working with volunteers and/or nonprofit Boards
- Strong organizational skills and attention to detail
- Experience in Staff coordination and supervision
- Ability to work under pressure
- Flexibility

#### Specific responsibilities include:

- Develop and implement a yearly and multi-year strategy for raising capital and operating funds from foundations, individual donors, and corporations.
- Develop and implement a strategy to continuously raise the school's profile in Greater Boston.
- Manage the Development Office team, including the management of interns and volunteers, and the flow of development office activity.
- Manage all events, including the annual Cristo Rey Academic Signing Day & Gala, Women's Leadership Luncheon and annual Christmas Celebration, and any small receptions held during the year hosted by trustees and supporters.
- Manage the Grant Writer's efforts to raise funds from foundations and oversee the timely filing of reports to foundations that support the school.
- Oversee the design of all school communication and marketing materials, including annual appeals and the Annual Report sent to all donors and constituents. Ensuring that all communications and all marketing materials from every department in the school (CWSP, Academic, Admissions, Athletics, Campus Ministry, and Development) are consistent and of high quality.
- Manage all public relations and press releases, efforts to get the school publicity through all media.
- Perform other duties as assigned by the school President.

Visit [www.cristoreyboston.org/careers](http://www.cristoreyboston.org/careers) to learn more the school and position.

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