



Cristo Rey Jesuit Seattle High School

Job Posting: Founding Vice President for Advancement

[Cristo Rey Jesuit Seattle High School](#) (CRJS) is seeking a dynamic, mission-driven fundraising professional to serve as its Founding Vice President for Advancement. The Vice President for Advancement is a crucial member of the leadership team who works and leads collaboratively with an entrepreneurial spirit and is passionate about the Cristo Rey mission. This exciting leadership opportunity prepares Cristo Rey Jesuit Seattle for the first day of school in August 2024.

The VPA is responsible for hiring and leading a small advancement team to achieve an annual fundraising goal of approximately \$3.5 million, plus a significant capital improvements program. The VPA will serve as a major gifts officer, stewarding a portfolio of individuals, corporations, and foundations. The VPA seeks new sources of support by assessing and identifying financial needs in the school, researching potential funders, and composing case statements, grant requests, and unique funding proposals.

The Vice President for Advancement reports to the Founding President and serves as a key liaison to stakeholders including individuals, community organizations, corporations, and foundations invested in Cristo Rey Jesuit Seattle's success. All interested and qualified applicants with a passion for Cristo Rey's mission are invited to apply by Friday, April 14, 2023. See "How to Apply" below.

Founding Vice President for Advancement Duties and Responsibilities

Fundraising Responsibilities

- Direct a comprehensive fundraising program.
- With the President and Board, plan and execute a comprehensive capital campaign of approximately \$25 million.
- Identify and cultivate new donors who are prospects for planned gifts.
- Prepare and pitch proposals for funding by individual donors and foundations and explore creative, multi-year requests; anticipate in-person meetings and local travel as necessary.
- Work closely with the founding Vice President of Corporate Work Study to engage current and prospective job partners with philanthropic activities of CRJS.
- Work closely with the President on major and principal donor strategies.

Communications Responsibilities

- Develop and implement a strategy to continuously raise the school's profile in Jesuit Seattle.
- Develop and implement comprehensive cultivation, solicitation, and stewardship plans for all donors.
- Steward a portfolio of major donors and ensure they are engaged in the work of Cristo Rey through creative impact reports, thoughtful acknowledgements, and personal interactions.
- Collaborate with the leadership team to design and implement a school-wide communications program.
- Collaborate with the leadership team to provide content for and input on publications, newsletters, and marketing materials, as well as ensure messaging and branding of all communications and event activities meets high standards.

Administrative Responsibilities

- Work closely with the President to set fundraising goals that are approved by the Board of Directors and accomplish goals against monitored expenses.
- Build annual expense budget for all Development/Advancement functions and monitor expenses throughout the year.
- Provide support to the President in areas of board reporting and board member identification and recruitment.
- Attend all meetings of the Advancement Committee of the Board of Directors.
- Participate in Cristo Rey Network meetings and events as necessary and represent Cristo Rey Jesuit Seattle at conferences, meetings, and events with the President.
- Hire and manage a professional fundraising team responsible for the calendar of appeals, individual, corporate, and foundation proposals, scholarship management, relationship building, stewardship, communications, and special event fundraising.
- Provide guidance, leadership, and direction, including clearly defined performance expectations, and encourage professional development for the development team.
- Select and utilize CRM system to track and plan all donor interactions and file correspondence as appropriate. Ensure that CRM system is properly maintained, and gift acknowledgements are timely.
- Collaborate with the Business Office to ensure accurate record keeping for audit and reporting purposes.
 - Perform other duties and special projects as assigned by the President.

Qualifications

- Bachelor's degree.
- Minimum of five years of professional development experience, including two years of management experience.
- Demonstrated success in identifying, cultivating, soliciting, and stewarding individual gifts, foundation grants, and gifts of \$100,000 and above.
- Demonstrated ability in planning and implementing goals and initiatives with a high degree of flexibility and initiative.
- Results-oriented, with the ability to anticipate and overcome challenges, persevere, and meet goals in a dynamic, fast-paced environment.
- Ability to plan, organize, and manage multiple complex activities and experience with budgeting.
 - Excellent written and public speaking skills.
 - Strong relationship-building capacity and relationship management.
 - Proven ability to develop and maintain effective relationships with all institutional stakeholders.
 - A strong team player with a history of working effectively on interdisciplinary teams.
 - A passionate commitment to serving students in need and a commitment to the mission, values, and goals of Cristo Rey Jesuit Seattle High School.
- Proficiency in Microsoft Office, Google Suite, and Customer Relationship Management systems. Proficiency with Content Management Systems is a plus.

Salary: \$130,000 - \$150,000 annually, depending on experience.

Benefits: As an employee with Cristo Rey Jesuit Seattle, you will enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and generous paid time off.

How to Apply:

We encourage professionals from a range of backgrounds and experiences to apply for this position. Qualified applicants with a passion for Cristo Rey's mission are encouraged to apply by April 14, 2023. If we receive a number of qualified applicants before April 14, we may begin the interview process earlier.

Interested applicants may apply online through the [Cristo Rey Jesuit Seattle website](#).

When your application is complete, please upload the following:

- Résumé, including educational and work experience, and LinkedIn profile if you have one.
- Cover letter (not longer than one page) articulating your interest in serving as Founding Vice President of Advancement.
- Names and contact information of four professional references.
- Two-page response to the following questions (not longer than 750 words total):
 - What past experiences have prepared you to serve as Founding Vice President of Advancement?
 - What are your strengths and areas for growth as they relate to this position?
 - What qualities do you seek in recruiting, hiring, and evaluating team members who report to you?
 - How will the Jesuit, Catholic identity and charism of the school inform your work as VPA?

About Cristo Rey Jesuit Seattle High School:

CRJS will open in 2024-25 as a 9-12 Catholic school educating young people of limited economic means and all religious faiths to become "people for others." Through a rigorous college-preparatory curriculum, integrated with professional experience and spiritual development, students will graduate empowered to succeed as scholars and citizens. CRJS is a part of the [largest network of high schools](#) in the US exclusively serving low-income youth, as well as a proud member of the Jesuit Schools Network and Jesuits West.

CRJS has completed the thorough feasibility process required by the Cristo Rey Network, has the support of a deeply committed Board and a diverse contingent of community leaders, and has hired its Founding President Paul Hogan, former Principal of Jesuit High in Portland, OR. CRJS has identified a likely site for the school and has sufficient funding and community support to ensure a successful launch in the 2024-25 school year.

About Seattle:

[Seattle](#) is a dynamic, multicultural metropolitan area of 4 million that hosts Fortune 500 companies including CRJS partners Microsoft, Amazon, and Costco. From stunning views of the Puget Sound, city lakes, and mountains, to world-class museums, parks, pro sports teams, universities, and fresh seafood, Seattle is a place where dreams come true. Cristo Rey Jesuit Seattle fills a crucial role as an accessible option for economically-challenged families in the region.

About the Cristo Rey Network

The Cristo Rey Network includes 40 independent Catholic high schools in 25 states that exclusively served young men and women from economically disadvantaged communities in transforming their life trajectories through education. Cristo Rey Network schools deliver an innovative approach that integrates four years of rigorous college preparatory academics with four years of professional work experience through the Corporate Work Study Program.

This unique educational model has powerful formational impact on students—demystifying the world outside their neighborhoods, developing in both the classroom and the workplace critical cognitive and non-cognitive skills, introducing them to inspirational role models and supportive mentors, and strengthening the competence, confidence, and aspiration so important to college and career success. The impact is clear: Cristo

Rey graduates enroll and graduate from college at twice the rate of their low-income high school graduate peers.

Equal Opportunity Employer:

Cristo Rey Jesuit Seattle High School encourages applicants from a wide array of fields, experiences, and backgrounds to apply for this position. CRJS is an Equal Opportunity Employer. All employment decisions, policies, and practices are made in accordance with applicable federal, state and local anti-discrimination laws. Cristo Rey Jesuit will not engage or tolerate unlawful discrimination on the basis of actual or perceived race, creed, color, alienage or national origin, ancestry, age, disability or handicap, sex, marital status, citizenship, veteran status, sexual orientation, genetic information, religion when it is not a requirement for the position, or any other characteristic protected by applicable federal, state or local laws. Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.