



Executive Director of Advancement

About Cristo Rey Jesuit College Preparatory School of Houston

If you walk around the bustling halls of Cristo Rey Jesuit, you will quickly get the feeling that something different is happening here. Ask around and you will find that our teachers, administrators, and staff view their jobs at Cristo Rey Jesuit not as careers, but as a calling.

Cristo Rey Jesuit delivers a career focused, college preparatory education in the Catholic and Jesuit tradition for students with limited economic resources. Through the unique integration of rigorous academic curricula, four years of professional work experience, and support to and through college, Cristo Rey Jesuit students are achieving their aspirations for postsecondary success at rates vastly exceeding their peers.

Who We Are:

- **Values-Driven:** We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities:** We prioritize our faculty and staff's learning and growth.
- **Invested Students and Engaged Families:** Our students' families seek out our school.
- **Local and National Community:** Our faculty and staff are a proud part of the Jesuit Schools Network, the Cristo Rey Network, and the Archdiocese of Galveston-Houston.
- **Well Established Reputation:** Our School has been open for 14 years and every one of our 1200 graduates have been accepted into colleges and universities all over the country.

Learn more about [our school](#).

Position Summary

Reporting to the President and working closely with the Board of Directors, the Executive Director of Advancement helps develop the strategic vision to foster generous, broad-based philanthropic support for the school and its mission. The Executive Director is also responsible for the successful implementation of that vision, by cultivating and stewarding relationships with individual, corporate and foundation donors, designing and directing distinctive events, and generating excitement about a range of ways to contribute to the growth and success of the school. The Advancement Team includes

an Associate Director of Events, Associate Director of Individual Giving, Associate Director of Communications, Grants Manager, and Gift Processor. The Executive Director role is a year-round, full-time position. The Director is expected to spend a significant amount of time in the field meeting with existing and prospective benefactors. When not doing so, the Director will spend their work hours on site or remotely as circumstances permit and as agreed to with the President.

What You'll Do

- President's Leadership Team
 - Serve as a member of President's Leadership Team contributing to overall school direction & strategy
 - In partnership with the President and Leadership, engage in formulating and executing on the school's comprehensive strategic vision
 - Respond to needs for the greater good of Cristo Rey Jesuit and our benefactors as appropriate
 - Build bridges throughout school to aid in building a culture of philanthropy and community
 - Manage department budget in accordance with guidelines and school needs
- Development Department
 - Develop and manage the execution and evaluation of the strategy for all fundraising activities to include securing individual, corporate, and foundation contributions, sponsorships, and grants
 - Oversee and support the marketing, communications, and external event needs school-wide
 - Together with the President, responsible for identifying and achieving fundraising goals as identified by the President and Board of Trustees, including bi-annual Gala, bi-annual Golf Tournament, annual efforts as well as endowment and capital campaigns when appropriate
 - Lead and manage Development staff (2 FTE's, one contracted grant manager, one part-time gift processor), ensuring all staff achieve their professional goals and are provided the opportunity to grow in their roles
- Marketing and Communications Department
 - Lead and manage the Associate Director of Communications
 - Responsible for ensuring use and integrity of the branding guidelines
 - Oversee the communications outreach via social media, and parent/guardians newsletter.
- Gift Solicitation & Donor Relations
 - Develop and manage the execution of Major Giving strategy
 - Develop and manage the execution of Planned Giving strategy
 - Solicit and steward event sponsors and contributors

- Responsible for all stages of donor management including identifying, cultivating, soliciting, and stewarding gifts to the organization
- Provide strategic planning and support for annual giving, stewardship, event, and volunteer efforts
- Oversee Grant Manager providing direction and review of grant strategy, tracking, tracking, follow-up reporting, and prospect research plus other activity
- Board of Trustees Support & Management
 - Serve as primary contact between Board of Trustees, the Board's Advancement Committee, and the Development Department, including representation at Board of Trustee meetings
 - Engage and manage Advancement Committee of the Board of Trustees
 - Participate in meetings of the Cristo Rey Jesuit Foundation (Endowment)

We have tried to highlight the primary job responsibilities for this senior leadership position. There may be additional items beyond the above descriptions.

Who You Are

- Bachelor's Degree
- Minimum 8-10 years of experience in fundraising with an emphasis on Major Gifts, Event and Campaign Fundraising
- Demonstrates successful, visionary leadership and management experience
- Ability to effectively lead, develop, and motivate staff members
- A record of increasing and diversifying financial support
- Excellent written and public speaking communication skills and strong relationship-building capacity
- Knowledge of Microsoft Office and Google Suite, and familiarity with fundraising databases(e.g., DonorPerfect)
- Pushes for results, strong problem solver with a demonstrable history of successful innovative solutions
- Action-oriented and collaborative style
- Passion for Cristo Rey Jesuit's model, Mission and Values
- Sensitivity to and respect for the socioeconomic, racial, and religious backgrounds of the student body.

How to Apply

Please send your resume to pbeck@crestoreyjesuit.org and include the position title in the email subject line.