



Job Title: Director of Development

Reports To: President

About Cristo Rey Boston High School

Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 37 Catholic schools serving 12,000 students in 26 states. The mission of the Cristo Rey schools is to prepare economically disadvantaged students to enter and graduate college through a rigorous curriculum and a unique work-study program. The adults' professional culture is characterized by transparency and collegiality. Faculty and staff at CRB are deeply committed to the young people we serve, and eager to learn and grow in their own professional practice. There is an expectation that doors of classrooms and offices are open for colleagues who wish to share in each other's work, to ask questions, and to lend support.

Our Mission and Vision

Our Mission and Vision: Cristo Rey Boston is a Catholic high school exclusively serving families of limited economic resources. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive community, we prepare our students to succeed in college and beyond with the core values of dignity, perseverance, growth, and generosity.

Job Summary

The Director of Development 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.

Essential Job Duties

- 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.
- Strategically leverage our work-study relationships to generate revenue for operating and capital needs.
- In consultation with the Director of the Corporate Work Study Program, identify, cultivate, and solicit prospects at corporate placements that have the potential to serve on the Cristo Rey Boston Board of Trustees and be major gift donors to the school.
- Manage the Development Office team, including the management of interns and volunteers, and the flow of development office activity.
- Identify, cultivate relationships, and solicit funds from major gift prospects, utilizing the school President as needed.
- Coordinate the annual appeals.
- Manage the Grant Writer's efforts to raise funds from foundations and oversee the timely filing of reports to foundations that support the school.
- Coordinate the work of the *Director of Communications & Events*, as she oversees the design of all school marketing materials, 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.

- Responsible for the content and look of the school's website, Facebook page and twitter account, delegating management of the site to the *Director of Communications and Events*
- Responsible for all social media and public relations, including press releases, efforts to get the school publicity through all media, delegating management to the *Director of Communications and Events*.
- Draft and manage the production of the school's annual report.
- Coordinate with the *Director of Communications and Events* the oversight of all fundraising and donor stewardship events.
- Support the volunteer Leadership Advisory Council.
- Manage all gift processing and acknowledgment letters and calls.
- Coordinate with the *Director of Communications and Events* all visits to Cristo Rey Boston High School (arranging to have students give tours, providing refreshments, contacting the prospect with directions, etc.).
- Responsible for accuracy of the E-Tapestry database, delegating management to the Development Coordinator/Database Manager.
- Provide content for the monthly dashboard and prepare reports for the Board of Trustees.
- Prepare weekly reports on development progress for the school President and leadership team.
- Serve on the school's leadership team, participating in the overall management of the school together with the President, Business Manager, Director of Corporate Work Study, and Principal.
- Staff all meetings of the Development Committee, Finance Committee, and Jobs Committee of the Board of Trustees, as well as the Executive Committee.
- Perform other duties as assigned by the school President.

Qualifications

- Excellent verbal, written communication, and interpersonal skills
- The ability to prioritize workflow, meet deadlines, manage details, and delegate responsibilities to Development staff
- Ability to work collaboratively and form relationships with all constituencies
- A commitment to the school's mission and the ability to create Development strategies reflecting our mission
- Proficiency in all office-related technologies including Microsoft Office and database management.
- Knowledge of e-tapestry helpful
- Minimum requirement, Bachelor's degree; Masters preferred
- Minimum of seven years of experience, preferably in a school setting