



## **Job Posting: Business Development Lead (Title TBD)**

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### **Position Summary:**

This position leads job acquisition for the Corporate Work Study Program (CWSP) of Cristo Rey Jesuit High School and Christ the King Jesuit College Prep. This includes cultivating new job prospects, stewardship of existing corporate partner relationships for retention / expansion, onboarding new job partners, executing marketing tactics that help renew or secure jobs for the program, and constantly developing relationships and networking to achieve job targets for the two schools.

Cristo Rey and Christ the King pioneered the CWSP model for inner-city education that has inspired a national network of 32 schools serving economically under resourced communities across the country. The CWSP enables all students to earn a majority of their annual tuition by working one school day a week in an entry-level position for a corporation in the Chicago area. While initially serving principally to pay the operational costs of the schools, the CWSP has evolved into a progressive means of providing students with valuable work experience, while simultaneously empowering them to take an active part in financing a major portion of their own education.

### **Reports To:**

Vice President, Corporate Work-Study Program

### **Key Responsibilities:**

#### **New Job Acquisition (60%):**

This position is the lead for new job acquisition and expansions for both Cristo Rey and Christ the King.

The Business Development Lead will gather job prospects from current job sponsors, and work with board members, members of the Jobs committee, donors, members of the school community and friends of the school to further develop prospects. Using the constantly evolving database of leads and opportunities, he/she will develop and execute strategies to turn prospects into job partners. Engaging job committee members and board members is essential.

To cultivate relationships, the Business Development Lead will do the following to promote CWSP:

- Lead ongoing collaboration with the Jobs committee of the Board of Directors at both schools.
- Lead the development and/or refinement of marketing materials for use with new job prospects.
- Lead the logistics for the annual Fall Social. He/she will produce invitations, confirm an event date and location, work closely with the host venue, invite current and prospective partners, develop an event schedule and communicate event details to attendees. Following the social, the Business Development Lead will follow up with guests to secure new jobs.
- Work closely with the Advancement/Development teams at both schools to source job leads, identify potential donors and support school events.



Once new job partners are identified and contracted, the Business Development Lead is responsible for compiling supervisor names, job descriptions and any work day preferences. With this information in hand, he/she will then smoothly transition the relationship to the Directors of Operation and CWSP relationship managers at each campus who lead onboarding and day-to-day operations.

### **Job Retention (30%):**

The Business Development Lead supports the renewal process for both Cristo Rey and Christ the King by managing a portfolio (approx. 60 companies) of existing job partners. The renewal process is primarily led by our Director of Corporate Relations who has responsibility for the remaining 150 corporate partners.

To meet retention goals, the Business Development Lead will do the following for his/her portfolio of companies:

- Gather renewal information such as key advocates and decision-makers at job partner sites, student-performance data and document when companies will consider a renewal request.
- Conduct site visits with current partners who are responsible for contract renewal. Coordinating these visits with the Relationship Managers at both campuses, when relevant, and developing substantive agendas for these meetings is essential. In-person meetings that help job partners understand the impact of their partnership through compelling story-telling, will be an important component of this role.
- Collaborating with the Director of Corporate Relations to develop and execute a marketing strategy that connects job partners with our school and creates actively engaged stakeholders for our mission. Events, impact reports, school tours, and periodic collateral/newsletters will be tools that our Sales function will thoughtfully plan and employ.

### **Salesforce: (10%)**

The Business Development Lead helps to manage the Salesforce database and works proactively to ensure that all prospective and current job information is documented in Salesforce.

Together with the Director of Corporate Relations, the VP of CWSP, and the Presidents of Cristo Rey and Christ the King, the Business Development Lead will ensure that all corporate partner exchanges related to job acquisition and renewals are documented in Salesforce.

### **Essential Responsibilities:**

- Responsible for the acquisition of new and expanding jobs, including stewarding and closing on sales pitches to prospective job partners;
- Along with Director of Corporate Relations, responsible for the renewal process of a portfolio of current job partners, with the goal of 95% or higher renewal rate (CR) and 88% or higher renewal rate (CTK);
- Responsible for relationship management, along with Presidents and Board members, of C-suite level decision makers, both at current job partners and prospective job partners;
- Responsible for cultivating a customer relationship management approach for our job sales function that emphasizes responsiveness and accurate use of a CRM database;
- Collaborates with Director of Communication at each school to coordinate a communications strategy for the program that targets existing partners, prospective partners, and maintains a high level of brand awareness;



- Liaison to Board of Directors at both schools for the work-study program, and in collaboration with each Jobs Chair, leads the Jobs Committee;

### **Qualifications, Experience, and Personal Characteristics:**

- Demonstrated commitment to Catholic and Jesuit, faith-based education;
- A desire to learn and be a part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work-study program;
- Proven commitment to serve and connect on a personal level with Latino and African-American students and families from economically underserved communities;
- Demonstrated success in sales or fundraising, in particular, pushing for jobs and opportunities for our students in the face of skepticism and doubt;
- Confident in networking and cultivating strong professional relationships, and experience with customer relationship management;
- History of success in meeting sales and performance goals;
- Persuasive communication style, with excellent written/oral communication skills;
- Creative, flexible, and entrepreneurial attitude;

### **Requirements and Application Procedure**

All qualified applicants are invited to submit a resume and cover letter to [cwsp\\_staffing@ctkjesuit.org](mailto:cwsp_staffing@ctkjesuit.org)

Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package.