

**POSITION**: Advancement Director

**CLASSIFICATION**: Exempt

**SCHEDULE**: Full Time

Cristo Rey Jesuit High School in Milwaukee is a private, Catholic, Jesuit high school serving students of diverse backgrounds living in Milwaukee, WI whose educational options are financially limited. Cristo Rey Jesuit’s mission is to provide an affordable Catholic secondary education with a college prep curriculum and Corporate Work Study Program to prepare graduates for success in college, work, and life.

**SUPERVISOR:** President

**JOB SUMMARY:**  The Advancement Director is responsible for:

* Leading, directing, coordinating, and executing the advancement plan approved by the President
* Leading philanthropic efforts to cultivate, ask, and steward donors for school initiatives
* Overseeing, developing, and implementing marketing and public relations/communication efforts of the school
* Overseeing day-to-day operations of the school’s Advancement office
* Other duties as assigned by the President

**ESSENTIAL FUNCTIONS**

**Fundraising:**

* Develop annual fundraising plan in accordance with Cristo Rey’s Catholic and Jesuit mission and overall marketing strategy of the school for approval by the President
* Assist the President in cultivating relationships and soliciting funds from major gift prospects
* Research the missions and funding priorities of foundations and other grant-making institutions and high net worth individuals
* Identify, establish, and maintain personal contact and relationships with foundations and program officers, individual and corporate donors
* Design, implement, and manage the grant proposal process.
* Persuasively communicate the school’s mission and needs to potential funders.
* Manage continued updating and appropriate use of donor information
* Plan and execute fundraising and donor cultivation events
* Coordinate the annual giving efforts of the Advancement Office

**Communications and Public Relations:**

* Supervise the Marketing and Communications Coordinator in developing the school’s overall marketing, communication and PR strategy across various departments (Development, Corporate Work Study Program, and Admissions) and their target audiences
* Oversee the design of all school marketing materials, ensuring that all communications and all marketing materials from every department in the school are consistent and of high quality
* Manage the development of the school’s website, Facebook page, Twitter account, e-newsletters, blog posts, and other social media opportunities
* Manage all public relations, including press releases, efforts to get the school publicity through all media
* Represent the school at related public functions

**Office Management and Leadership**

* Manage development database protocols, ensuring that information on each contact is up-to-date
* Serve as the point person for all requests for funds made by any member of the school staff
* Prepare reports for the Board of Trustees
* Supervise advancement staff towards the goals of the development office and Cristo Rey Jesuit High School
* Staff all meetings of the Advancement Committee of the Board of Trustees

**QUALIFICATIONS:**

* Bachelor’s degree with experience directly related to the duties and responsibilities specified.
* Experience with fundraising, managing professional staff and soliciting major gifts
* Exceptional interpersonal, organizational, and analytical skills
* Exceptional written and oral communication skills
* Creativity, flexibility, and entrepreneurial skills
* Desire to work in a fast-paced start-up environment
* Ability to develop and implement strategic plans
* Strong personal alignment with the Cristo Rey’s Catholic and Jesuit mission

**To apply for this position:**   
If you are qualified and interested in this position, send:

* a letter stating personal intent,
* a comprehensive resume, to:

Andrew Stith, President

[astith@cristoreymilwaukee.org](mailto:astith@cristoreymilwaukee.org)