



ABOUT CRJS

The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.

OUR STORY

Cristo Rey Jesuit Seattle HS (CRJS) is a part of the largest network of high schools in the United States exclusively serving students of limited economic resources, and a proud member of the Jesuit Schools Network. CRJS is committed to building and sustaining an inclusive and equitable work environment. We believe diversity benefits and enriches the development of all, and we value the cultural diversity of our team.

If you are passionate about creating opportunities for students who would otherwise not have access to a high-quality college-preparatory Jesuit education - combined with professional work experience - and you are eager to use your skills and experience to create a faculty, student body, and school culture from the ground up, then this is the job for you. CRJS will welcome our first class of 9th grade students in the fall of 2024 and will add an additional grade level each year until we reach full enrollment.

WHAT YOU'RE GOOD AT

You are collaborative, resilient, flexible, patient, and possess a sense of humor and professional presence.

You have donor database or CRM experience and are comfortable with technology.

You have experience with Meta Business Suite, LinkedIn, and other social media channels.

You are highly organized and detail oriented.

You are comfortable coordinating event logistics, managing the development database, and can independently manage timelines and tasks.

You are an excellent writer.

You maintain confidentiality.

WHAT YOU CAN EXPECT

Position: Development and Marketing Coordinator

Reports to: VP, Advancement

Job Classification: Full time, 12-month exempt

Salary: \$65,000 - \$70,000 DOE

Essential Functions

Marketing:

- Create and manage social media marketing strategies for parents, students, donors, and CWS partners
 - Responsible for creating, planning, and editing content for social media posts
 - Interview students, staff, donors, partners, etc. to craft original content

- Plan major marketing campaigns including events, giveaways, and partnerships
- Increase following and engagement, boost CRJS presence on social media
- Plan social posts related to holidays, special events, etc
- Assist in taking photos at events
- Manage print and digital advertising campaigns
- Assist with editing, writing and project management for a wide range of marketing projects such as newsletters, social media, blog posts, and more
- High level of creativity, attention to detail, and the ability to speak to a variety of audiences, as well as excellent communication and organizational skills
- Propose new ways of creating and distributing content that expands CRJS's cause and reach
- Help ensure consistency across channels, platforms, and mediums
- Collaborate with a variety of stakeholders to curate a steady flow of high-quality content that positions CRJS as a leader in its space

Development:

- Manage and maintain donor database including outstanding pledges and coordinate pledge payment reminders
- Update donor records to ensure accuracy
- Process all donations and pledges; prepare solicitation lists, mailings, acknowledgement letters
- Manage the matching gift program, including acknowledgement of matching gifts
- Manage, record, and track capital campaign pledges and payments
- Deliver reports on fundraising activities and progress
- Oversee neighborhood relations and communications
- Organize a wide range of events throughout the year that engage with development, admissions, and neighborhood constituencies

BENEFITS

As an employee with CRJS, you will enjoy a competitive employee benefits program, including medical, dental, and vision coverage, retirement plan contribution, voluntary supplemental life and disability coverages, and paid time off.

HOW TO APPLY

All qualified applicants with a passion for the Cristo Rey mission are encouraged to apply. The position will be open until filled. Please upload a cover letter and resume on our [website](#).

EOE

CRJS encourages applicants from a wide range of 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. CRJS 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, 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.