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**Feasibility Study Director |** Cristo Rey Seattle High School

Are you passionate about transforming the lives of low-income youth through education? 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.

Cristo Rey Seattle High School is seeking a full time Feasibility Study Director to be engaged as an independent contractor. This position leads and executes the Pre-feasibility Study and the Feasibility Study Phase of the Cristo Rey Network (“CRN”) Replication Process. Under the direction of the Feasibility Study Committee Chair(s), the Director is responsible for leading all aspects of day-to-day operations of the Study, handling and supporting the tasks of the Committee, and providing the Cristo Rey Network with the information and requirements vital to figure out the feasibility of successfully opening a Cristo Rey high school in the Greater Seattle Area.

All applicants should submit a resume, contact information for references, and a statement indicating why he or she would be appropriate for this position. Email application materials to Conor Heaton (cheaton@cristoreynetwork.org), Director of School Growth & Associate General Counsel of the Cristo Rey Network.

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## **Primary Areas of Responsibility**

* Function as a liaison between the Seattle Committee and CRN office, and as the primary on-site resource and point of contact for the Cristo Rey Seattle Feasibility Study
* Research demographic information about the community the prospective school will serve
* Research economic background and data about the local metropolitan area to determine the feasibility of a Corporate Work Study Program
* Research local businesses and coordinate meetings with local businesses in order to interest them in participation in the Corporate Work Study Program
* Interview and/or survey community leaders and prospective parents and students
* Schedule and coordinate recurrent Committee and Subcommittees meetings
* Assist in scheduling, planning for, coordinating, and executing social events as advised by the Committee Chair(s)
* Collaborate with Committee members and CRN staff to prepare both a budget for the study and a five-year budget for the future Cristo Rey school
* Prepare grant applications and assist with other development and fundraising efforts as directed by the Committee Chair(s)
* Compile and manage a database of contacts from government organizations, potential business partners, etc.
* Provide day-to-day support to Committee chair(s) and members
* Draft and drive the Feasibility Study Application and the Feasibility Study Report (including all necessary requirements) for submission to the Cristo Rey Network
* Support the founding president hiring process.

## **Requirements**

* **Education:** Bachelor’s degree required. Master’s degree preferred.
* **Work experience:** 5-7 years of work experience, preferably in a start-up organization or similar environment.Exceptional project management, presentation, and relationship management skills. Specifically, experience leading complex projects with multiple external stakeholders, managing through ambiguity, leading complex conversations. Candidates should be knowledgeable of the Greater Seattle Area education system and communities.

## **Skills**

* Excellent written and verbal communication skills
* Partner management
* Planning and Resource Management
* Proficiency in Program/Project Tools and Technique
* Proficiency in both Microsoft Excel, Word, and PowerPoint

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## **Motivation**

* Candidates should embrace and rejoice with the Cristo Rey’s Catholic identity and mission
* Candidate should be passionate about providing transformative opportunity to low-income youth through education

Cristo Rey Seattle High School is an equal opportunity organization and does not discriminate in its employment policies and practices on the basis of race, color, national origin or ancestry, sex, age, disability, marital status, or any other classification protected by applicable law. The Cristo Rey Network provides a quality, Catholic, college preparatory education to young people who live in urban communities with limited educational options. Our mission is clear – college success for Cristo Rey Network students. Visit [www.cristoreynetwork.org](http://www.cristoreynetwork.org).