

---

## **Founding Director of Development**

Job Posting, March 2022

Cristo Rey Orange County High School is seeking a dynamic, mission-driven fundraising professional to serve as founding Director of Development. The founding Director of Development is a crucial member of the leadership team who works and leads collaboratively with an entrepreneurial spirit and is passionate about the Cristo Rey mission. This exciting leadership opportunity prepares Cristo Rey Orange County for the first day of school in August 2023.

The Director is responsible for hiring and leading a small advancement team to achieve the annual fundraising goal of approximately \$3 million plus a significant capital improvements program. The Director is a major gifts officer, stewarding a portfolio of individuals, corporations, and foundations. The Director seeks new sources of support by assessing and identifying financial needs in the school, researching potential funders, and composing case statements and unique funding proposals. The Director of Development reports to the President and serves as a key liaison to stakeholders including individuals, community organizations, corporations, and foundations invested in Cristo Rey Orange County's success.

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

### *Procedure*

All interested and qualified applicants with a passion for Cristo Rey's mission are invited to apply by Friday, April 22, 2022. Please email your resume and cover letter as a PDF to Dr. Linda Nguyen at [lnguyen@crstoreyoc.org](mailto:lnguyen@crstoreyoc.org).

---

## **Founding Director of Development**

Job Description, January 2022

### **Who We Are**

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network (CRN). Member schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Further, Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works an average of five days a month to fund the majority of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Cristo Rey Orange County High School will open its doors to its inaugural freshmen class in the fall of 2023. Like all Cristo Rey schools, Cristo Rey Orange County is a Catholic, college preparatory high school for students of all faiths from families of limited financial means. The school is co-educational and serves students of diverse backgrounds. We help our students grow intellectually, emotionally, spiritually, and professionally. Our aspiration is that all our students graduate from high school and college and become the future leaders in our churches, institutions, businesses, nonprofits, and the community at large.

### **Founding Director of Development Duties and Responsibilities**

#### *Fundraising Responsibilities*

- Direct a comprehensive fundraising program for an annual goal of approximately \$3 million.
- Direct a comprehensive capital campaign of at least \$20 million.
- Identify and cultivate new donors who are prospects for planned gifts.
- Prepare and pitch proposals for funding by individual donors and foundations and explore creative, multi-year requests; anticipate in-person meetings and local travel as necessary.
- Work closely with the founding Director of Corporate Work Study Program to engage current and prospective job partners with philanthropic activities of Cristo Rey.
- Work closely with the President on major and principal donor strategies.

#### *Communications Responsibilities*

- Develop and implement a strategy to continuously raise the school's profile in Orange County.
- Develop and implement comprehensive cultivation, solicitation, and stewardship plans for all donors.
- Steward a portfolio of major donors and ensure they are engaged in the work of Cristo Rey through creative impact reports, thoughtful acknowledgements, and personal interactions.
- Collaborate with the leadership team to design and implement a school-wide communications program.
- Collaborate with the leadership team to provide content for and input on publications, newsletters, and marketing materials, as well as ensure messaging and branding of all communications and event activities meets high standards.

---

### *Administrative Responsibilities*

- Work closely with the President to set fundraising goals that are approved by the Board of Directors and accomplish goals against monitored expenses.
- Build annual expense budget for all development functions and monitor expenses throughout the year.
- Provide support to the President in areas of board reporting and board member identification and recruitment.
- Staff all meetings of the Advancement Committee and Jobs Committee of the Board of Directors.
- Participate in Cristo Rey Network meetings and events as necessary and represent Cristo Rey Orange County at conferences, meetings, and events with the President.
- Hire and manage a professional fundraising team responsible for the calendar of appeals, individual, corporate, and foundation proposals, scholarship management, relationship building, stewardship, communications, and special event fundraising.
- Provide guidance, leadership, and direction, including clearly defined performance expectations, and encourage professional development for the development team.
- Select and utilize CRM system to track and plan all donor interactions and file correspondence as appropriate. Ensure that CRM system is properly maintained, and gift acknowledgements are timely.
- Collaborate with the Business Office to ensure accurate record keeping for audit and reporting purposes.
- Performs other duties and special projects as assigned by the President.

### *Qualifications*

- Bachelor's degree.
- Minimum of seven years of professional development experience, including two years of management experience.
- Demonstrated success in identifying, cultivating, soliciting, and stewarding individual gifts, foundation grants, and gifts of \$100,000 and above.
- Demonstrated ability in planning and implementing goals and initiatives with a high degree of flexibility and initiative.
- Results oriented with the ability to anticipate and overcome challenges, persevere, and meet goals in a dynamic, fast-paced environment.
- Ability to plan, organize, and manage multiple complex activities and experience with budgeting.
- Excellent written and public speaking communication skills.
- Strong relationship-building capacity and relationship management.
- Proven ability to develop and maintain effective relationships with all institutional stakeholders.
- A strong team player with a history of working effectively on interdisciplinary teams.
- A passionate commitment to serving students in need and a commitment to the mission, values, and goals of Cristo Rey Orange County High School.
- Proficiency in Microsoft Office, Google Suite, and Customer Relationship Management systems. Proficiency with Content Management Systems is a plus.