

Founding Vice President of Advancement

April 2022

About the Job

The founding VP of Advancement will be responsible for hiring and leading a small advancement team to achieve the annual fundraising goal of approximately \$6 million plus a significant capital improvements program. The VP will be a major gifts officer, stewarding a portfolio of individuals, corporations, and foundations. The VP will also seek 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 VP will serve as a key liaison to stakeholders including individuals, community organizations, corporations, and foundations invested in Cristo Rey Orange County's success.

Who We Are

Cristo Rey Orange County High School is located in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey 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. 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 most 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.

Want to learn more about us? Visit our [website](#).

Role Overview

This is a unique opportunity to use your leadership skills in advancement to make a major impact in community. As the founding VP of Advancement, you will:

- Dream up, create, and execute strategies to secure funding for operations and capital improvements
- Build and lead a team to raise the school's profile in Orange County
- Work alongside a founding leadership team dedicated to the success of Cristo Rey Orange County

Being a founder of a Cristo Rey school is extremely entrepreneurial and fast-paced. If you're interested in being part of the Cristo Rey movement, want to lead something new, and thrive under pressure, please keep reading to learn more!

What You'll Do

Fundraising Responsibilities

- Direct a comprehensive fundraising program for an annual goal of approximately \$6 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.

You May Be a Fit if You

- Are a strong leader and have unquestionable integrity and ethical behavior that creates trust among the school's stakeholders
- Like to make decisions and push for results with a sense of urgency to exceed goals & objectives
- Enjoy building new relationships and managing existing relationships
- Have successfully identified, cultivated, solicited, and stewarded individual gifts, foundation grants, and gifts of \$100,000 and above
- Thrive under pressure and can get things done in uncertain conditions – you know how to be comfortable with being uncomfortable
- Have a growth mindset and try to develop and share best practices

Why You Might Be Excited About Us

- You are passionate about making a positive, sustainable impact on the community and want to create a pathway for students to succeed in college and career
- You get to use your leadership skills to develop and inspire a small but mighty team
- You want to learn new things, talk with new people, expand your network, and work collaboratively
- You get to be part of the founding team to open a new Cristo Rey high school
- We are part of the Cristo Rey Network: 40 schools, over 23,000 alumni, and 12,000 students.
- To learn more about our humble beginnings, check out this [video](#) from the founder Fr. Foley.

Logistics

Type: Full-time.

Time Expectation: start as soon as possible.

Compensation: commensurate with experience.

Benefits

- Health Care Plan (Medical, Dental & Vision)
- Retirement Plan
- Paid Time Off
- Training & Development

How to Apply

Email Dr. Linda Nguyen at lnguyen@crstoreyoc.org. Send PDFs of your resume and cover letter sharing why you think you are qualified to be the Founding Director of the Corporate Work Study Program by May 31, 2022.