



Director of Mission Advancement

Job Description

Holy Family Cristo Rey Catholic High School in Birmingham, Alabama combines academic rigor and a corporate work-study program to empower students from economically challenged families to graduate high school prepared to persist in college and flourish in life.

Established in 2007, Holy Family Cristo Rey Catholic High School is a member of the Cristo Rey Network, a national association of high schools that provide a quality, Catholic, college preparatory education and exposure to a corporate work environment to urban young people who live in communities with limited educational options.

Position: Director of Mission Advancement

Report to: President

The Director of Mission Advancement is a key member of the school's leadership team and works closely with the President to oversee and develop all fundraising contributions. The position is highly visible, and the Director of Mission Advancement is expected to expand the reach of the school. The Director of Mission Advancement is responsible for developing and executing the strategy for all fundraising activities including securing individual, corporate and foundation contributions and grants, and overseeing all fundraising events. The Director of Mission Advancement acts as the staff liaison to the board for all Advancement functions/needs. In addition to working closely with the President this position will work closely with the Board of Directors in expanding the relationships the School has for mission advancement.

This position also works closely with Finance, Communications, IT and other departments to ensure that the documentation, cash and all other information is captured correctly in various databases. The Director of Mission Advancement is responsible for the fundraising numbers and the accuracy of the information.

Because of the nature of this position in the community, The Director of Mission Advancement will need to coordinate and support the efforts of the Director of Corporate Work Study Program in securing CWSP jobs. The relationships maintained by both the Director of Mission Advancement and the Director of Corporate Work Study Program can and will overlap so it is critical that each position supports each other's work. This means that there will be effective and supportive communication between the two positions. Effective communication between the two positions will be part of the annual evaluation of both positions.



Responsibilities:

- Work to continually raise the profile of the school in the greater Birmingham community.
- Provide leadership and direction for school's fundraising strategy.
- Raise a minimum of \$2 million in philanthropy annually.
- Grow donor base each year by retaining current donors and cultivating new ones.
- Oversee fundraising events, including, but not limited to the Rey of Hope Gala
- Work closely with SGO leadership to market tax credit opportunities to our donors through SFK, C2 and AOSF, and maintain those relationships.
- Write or manage grant making process - research, writing and record keeping for local, regional, national and CRN grants.
- Work closely with the Director of Corporate Work Study Program to maintain relationships with our corporate partners for fundraising as well as CWSP jobs.
- Develop members of the Advancement team by providing feedback and growth opportunities.

The Director of Mission Advancement is expected to fully participate as a member of the Leadership Team and support the efforts of others on the Leadership Team to fulfill their responsibilities.

Will assume other duties as assigned.

Qualifications and Experience

Candidate is mission-driven, flexible, possesses a desire for life-long learning and is intellectually curious, open to growth, optimistic, enthusiastic and an ambassador for Holy Family Cristo Rey.

- Bachelor's Degree or higher
- Minimum of 7 years of development or other relevant experience, preferably in a school setting.
- Ability and desire to effectively communicate and build strong working relationships with faculty, staff, students, families, volunteers, donors, partners, stakeholders and leadership.
- Confidentiality and professionalism in relationships with corporate partners, donor base and all stakeholders.
- Outstanding oral and written communication skills, public speaking skills and superior interpersonal skills, with an ease and natural way of connecting with various constituents and stakeholders.
- Skilled problem solver and strategic thinker who will meet challenges with creative and effective solutions.
- Ability to work independently and with others in a fast-paced environment.
- Ability to write clear and concise documents.
- Attention to detail and strong organizational skill.



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- Proficient in Microsoft Office, Google applications, and social media applications.
- Experience with DonorPerfect Online, Salesforce, or another fundraising database