



Director of Development

About Cristo Rey

The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources. Through the unique integration of rigorous academic curricula, four years of professional work experience, and support to and through college, Cristo Rey students are achieving their aspirations for postsecondary success at rates exceeding their peers.

Who We Are

- **Values-Driven:** We educate the whole student: academically, spiritually, and socio-emotionally.
- **Growth Opportunities:** We prioritize our faculty and staff's learning and growth.
- **Invested Students and Engaged Families:** Our students' families seek out our schools.
- **National Community:** Our faculty and staff are a proud part of a national movement.

Mission

Cristo Rey OKC is a Catholic, college preparatory school that educates young people of limited economic means and all faiths to become men and women of knowledge, faith, purpose, and service.

Position Summary

Reporting directly to the President of Cristo Rey OKC, the Development Director is responsible for identifying, cultivating, soliciting, and stewarding major gift and leadership level annual fund prospects and donors. The Development Director is also responsible for providing leadership to staff members in the areas of Events, Annual Fund, Grants, and Data Management, working with them to raise the level of community awareness and private support.

Key Responsibilities

- Serve as a member of President's Leadership Team contributing to overall school direction & strategy
 - In partnership with the President and Senior Leadership, engage in formulating and executing on the school's comprehensive strategic vision
 - Support the school during leadership change partnering with Interim Director of Development to ensure continuity into the future
 - Respond to needs for the greater good of Cristo Rey OKC Catholic High School and our benefactors as appropriate
 - Foster a collaborative environment within the school to externally tell the story of Cristo Rey OKC

- Manage department budget in accordance with guidelines and school needs
- Direct a capital campaign for a permanent home
- Works closely with the Director of the Corporate Work Study Program to ensure coordination with corporate donor activities and engage current and prospective job partners with philanthropic activities of Cristo Rey OKC
- Partner with Director of Finance to oversee Parental Choice Tax Credit program, including monitoring ongoing legislation in the event of any changes, and ensuring proper distribution, communication, and processing of state funding
- Development Department Management
 - Develop and manage the execution and evaluation of the strategy for all fundraising activities to include securing individual, corporate, and foundation contributions, sponsorships, and grants
 - Oversee the execution and planning of annual fundraising events
 - Support the marketing, communications, and external event needs school-wide
 - Together with the President, responsible for identifying and achieving fundraising goals as identified by the President and Board of Directors, including annual efforts as well as endowment and capital campaigns when appropriate
 - Lead and manage Development staff and any contracted employees, ensuring all staff achieve their professional goals and are provided the opportunity to grow in their roles
 - Oversee management and adherence to the database (DonorPerfect)
- Gift Solicitation & Donor Relations
 - Develop and manage the execution of individual donor, major giving, and planned giving strategy
 - Develop and manage the execution of Scholarship Granting Organizations donations and processing
 - Solicit and steward event sponsors and contributors
 - Responsible for all stages of donor management including identifying, cultivating, soliciting, and stewarding gifts to the organization
 - Provide strategic planning and support for annual giving, stewardship, event, and volunteer efforts
 - Oversee Grant Manager contract position providing direction and review of grant strategy and activity
- Board of Directors Support, Management and Outreach
 - Serve as primary contact between Board of Directors and Development Department, including representation at Board of Director meetings
 - Create, engage and manage Development Committee
 - Participate in meetings of the Finance Committee and CWS Board of Directors
 - Serves as an ambassador for CROKC in the community, leading activities to spread the word about the organization

Education and/or Experience:

- Bachelor's degree (or comparable experience).
- Minimum of five years successful nonprofit fundraising experience with an emphasis on major gifts or campaign fundraising.
- Experience in managing a team preferred.

Qualifications:

- Strong commitment to serving our student through a commitment to the mission, values and goals of Cristo Rey OKC Catholic High School.
- Excellent written, oral, public speaking communication skills and strong relationship-building capacity.
- Demonstrates successful, visionary leadership and management experience.
- High level of knowledge in fundraising strategy and best practice.
- Demonstrated ability to directly ask for major gifts as well as record of increasing and diversifying financial support.
- Results-oriented with the ability to plan and implement goals and initiatives with the ability to overcome challenges.
- Adaptable to the needs of the organization.
- Self-motivated, thrives in team-focused environment and collaborates well with colleagues
- Ability to exercise discretion in handling confidential information and materials.
- Sensitivity to and respect for the socioeconomic, racial, and religious backgrounds of the student body.

Computer Equipment and Software Requirements:

- Intermediate knowledge of computer applications, including Outlook, word-processing software in a Windows environment, and the ability to learn and master other computer technology /software programs as needed.
- Familiar with fundraising database (DonorPerfect)
- Experience in the use of standard office equipment.

Compensation and Benefits

- Salary is commensurate with experience.
- All Cristo Rey OKC employees are provided with a benefit package via the Catholic Archdiocese of Oklahoma City that includes health and dental covered 100% for the employee. You will have the option of adding dependents to your insurance coverage at your own expense. Additional supplemental insurance and retirement plans are also available.

How to Apply

- Candidates may apply through the Cristo Rey OKC website or by clicking [here](#).
- Contact President, Kelsey Herman, with any questions at kelsey.herman@crstoreyokc.org.

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