



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Development Data Manager

Cristo Rey Philadelphia is seeking an analytical, problem-solving and mission-driven individual for the role of Development Data Manager. This position will be a member of the development and communications team and will play an integral role in enhancing the performance of the team through maintaining and analyzing the school's development data. This position will report to the Manager of Marketing & Communications.

Basic Responsibilities:

- Manage and maintain the school's donor database in Salesforce
- Follow all data entry procedures and update as needed
- Process gifts and pledges from donors
- Organize and add historical donor giving into Salesforce
- Ensure the integrity of all data and the accuracy of Cristo Rey's customized Salesforce dashboard
- Pull and analyze data for Cristo Rey's communications efforts including social media, emails and website traffic
- Create development and marketing reports; analyze and present report findings to the Development team
- Serve as the coordinator of the Development Office
- Write and send acknowledgement letters to donors
- Complete other special projects as assigned

Requirements and Skills for Success:

- Understands and supports the mission of the school
- Bachelor's degree in related field required
- Experience in data analysis and reporting
- Prior database experience, experience in Salesforce preferred
- Proficient in Excel
- Excellent written and oral communication skills
- Self-starter and enjoys interacting with people of all types
- Comfortable in a flexible, challenging environment
- Strong organizational skills, attention to detail, and ability to handle multiple projects
- Ability to work both independently and as a member of a team
- Willing to do "whatever it takes" for the success of the students

Other:

- Location: 1717 W. Allegheny Ave., Philadelphia, PA 19132
- Salary based on candidate's experience

Application Process:

- Submit one PDF containing the following documents to Erika Vogt, Manager of Marketing and Communications at evogt@crphs.org:
 - Cover letter
 - Resume
 - Three professional references

About Cristo Rey Philadelphia High School

Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for young men and women of all faiths. Cristo Rey Philadelphia High School nurtures and challenges young women and men to recognize and realize their full potential as they grow to love God, respect others, and serve their community.

The school welcomed its first class in August 2012 and now serves about 550 freshman, sophomore, junior, and senior students. For seven years, Cristo Rey was located in the Logan neighborhood of North Philadelphia. At the start of the 2019 school year, Cristo Rey moved to its new campus in the Allegheny neighborhood and remains committed to serving under-resourced families from across the greater Philadelphia and Camden areas. The school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students, who start between two and three grade levels behind academically, for college. The school's goal for every student is not simply high school graduation or college acceptance but college graduation. It is the challenging mission of the faculty and staff to prepare every Cristo Rey Philadelphia student to be successful in college.

All students enrolled in the school participate in a unique corporate Work-Study Program that provides students with the opportunity to build core skills that will help them succeed in college and the modern workplace. Each student works five full days per month in an entry-level job in a professional work environment. The objective of these jobs is to reinforce the capabilities — reading comprehension, mathematics, discipline, persistence, and a strong work ethic — that students need to be successful in college and career, as well as to provide students with opportunities for development of one's self-esteem and exposure to a professional corporate culture. The money earned through the students' work goes directly to the school to cover a significant portion of the cost of their education.

The school is endorsed by the Oblates of St. Francis de Sales and the Sisters, Servants of the Immaculate Heart of Mary. Cristo Rey Philadelphia was the 25th school in the national Cristo Rey Network, which now has 37 schools across the country. Network schools have established a tremendous record of success preparing students for success in college and in life.