

**Advancement Associate**

Cristo Rey Philadelphia is seeking an individual for the role of Advancement Associate. This position will be a member of the Advancement & Engagement office and will play an integral role in the school’s fundraising efforts and executive administration. This position will report to the Manager of Philanthropy.

**Basic Responsibilities:**

* Manage the calendar of the President and of office Advancement & Engagement
* Schedule and plan all tours/meetings for visitors
* Serve as the coordinator for the Board of Trustees and the President’s Advisory Council, working with the President to organize their quarterly meetings and managing all communications
* Organize and implement a comprehensive Annual Fund program
* Create and disseminate annual appeals via mail and email solicitations
* Cultivate and steward relationships with donors that support the annual fund and related giving programs
* Collaborate with the Manager of Marketing and Communications and the Manager of Philanthropy to create development materials and on the planning and execution of events
* Support the writing and sending of acknowledgement letters to donors
* Assist the Manager of Philanthropy in managing the Student Ambassadors
* Assist the Manager of Philanthropy in managing the school’s scholarship programs
* Serve as the co-coordinator the school’s volunteer group along with the Manager of Philanthropy, including organizing events and handling group communications and invitations
* 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
* Excellent written, verbal and interpersonal communication skills
* Proficient in Microsoft Office Suite
* Self-starter and enjoys interacting with people of all types
* Comfortable in a flexible, challenging environment
* Strong organizational skills, attention to detail, and evident 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 Kate Reilly at kreilly@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 approximately 550 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 a brand-new home in the Alleghany section of the city, remaining committed to serving economically disadvantaged families from across the greater Philadelphia and Camden areas that could not otherwise afford a private Catholic education. The school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students, who start out between two and three grade levels behind academically, for college. The faculty’s collective goal for every student is not simply high school graduation or college acceptance but college graduation. It is the faculty’s primary responsibility and challenging mission 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 through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Work-Study Program gives students 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, the Order of St. Augustine, and the Sisters, Servants of the Immaculate Heart of Mary. Cristo Rey is new to Philadelphia but not new to the United States. Cristo Rey Philadelphia is the 25th school in the national Cristo Rey Network.  Network schools have established a tremendous record of success preparing students for success in college and in life.