



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Advancement Office Coordinator

Join the team at Cristo Rey Philadelphia High School in an exciting new position that offers opportunity for professional growth – the Advancement Office Coordinator. This position will be a member of the Advancement team and will play an integral role in the overall function and daily activities of the office.

Basic Responsibilities:

- Manages the calendar of the President
- Oversees the calendar for the Advancement Office
- Schedules and plans all tours/meetings for visitors
- Staff liaison and coordinator for the Board of Trustees, the Board's various committees, and the President's Advisory Council
- Supports the administration of the Cristo Rey Ambassadors Club
- Processes charitable gifts made to the school daily and produces thank you letters
- Assists in the planning and execution of events
- Assists with special projects

Requirements for Success:

- Understands and supports the mission of the school
- Excellent computer skills
- Prior donor database experience, preferred
- Proficient in Excel
- Self-starter and enjoys interacting with people of all types
- Comfortable in a flexible, challenging environment
- Comfortable speaking on the phone
- Acute attention to detail
- Ability to work effectively in a team setting
- Enjoys a fast-paced work environment

Education & Experience:

- Bachelor's degree

Other:

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

Application Process

- Submit one PDF containing the following documents to jointheteam@crphs.org:
 - Cover letter
 - Resume
 - Three professional references

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 540 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, the Sisters, Servants of the Immaculate Heart of Mary and the Augustinians. Cristo Rey Philadelphia was the 25th school in the national Cristo Rey Network, which now has 38 schools across the country. Network schools have established a tremendous record of success preparing students for success in college and in life.