



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

JOB DESCRIPTION

VICE PRESIDENT, WORK STUDY PROGRAM

Organization Summary:

Cristo Rey Philadelphia High School, a college preparatory, Catholic school for students of all faiths, nurtures and challenges young people to recognize and realize their full potential as they learn to love others, grow in their faiths, and serve the common good. Founded in 2012 and based in a beautiful campus in the Tioga neighborhood of Philadelphia, the school serves over 540 students in grades 9-12 from across the city of Philadelphia as well as Camden.

Each student participates in the Work Study Program (WSP), an integral part of the Cristo Rey model in which every student works one day a week throughout their four years at the school. In this highly unique model, every student works an average of four days a month to fund the majority of her or his schooling, gain job experience, grow in self-confidence, and realize the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Who We Seek: We are recruiting a skilled leader who is passionate about the Cristo Rey mission. The Vice President, Work Study Program leads all aspects of the Work Study Program for Cristo Rey Philadelphia, and will have primary accountability for Work Study Program (WSP) team leadership, program oversight, job sales, job renewals, operations, legal compliance and executing all related program elements. This includes stewarding client relationships to cultivate new clients to achieve full and meaningful employment for all students, as well as ensuring the retention and growth of existing partners. The Vice President, Work Study Program is responsible for the identification, cultivation, solicitation, and stewardship of corporate work study prospects and non-profit partners. The Vice President, Work Study Program partners with the President and the Director of Development to strategically build strong external relationships throughout the community.

Duties & Responsibilities:

- Identify, cultivate, solicit, and steward corporate work-study partnerships to ensure every student has a paid placement.
- Collaborate with the President, The Director of Advancement and the Board of Trustees to build and maintain key relationships in the Greater Philadelphia business community.

- Sell the work study program by effectively communicating the mission/business value proposition, answering questions and overcoming objections, and ultimately closing and signing contracts or funding agreements.
- Lead the sales cycle and secure new business partners by identifying prospects, collaborating with both the Work Study Committee and the Board of Trustees to identify new prospects and recommending new members for Board consideration to the President that can help to secure leads.
- Retain current partners by leading, building and maintaining an innovative and effective Work Study Department that provides a high quality experience to both students and job partners. Directly supervise and evaluate the Director of Operations and Director of Client Relations in order to meet this objective and ensure the WSP team delivers on program objectives for all constituents.
- Strengthen current partnerships by providing the strategic vision for engagement events and marketing campaigns that are executed by the Work Study Team and marketing team.
- Provide the vision for the development and innovation of the Work Study Program curriculum and experience to ensure that students are confident, work-ready and also feel supported. This includes a continuous and deliberate focus on developing a curriculum which addresses the skills needed for the future of work.
- Partner with the Director of Client Relations and representatives from our job partners to improve the “on the job” experience of our students so that the program is a return on investment for all participants.
- Manage the relationship with the Cristo Rey Network national office on work-study matters.
- Represent Cristo Rey Philadelphia at appropriate meetings and events.
- Serve as a member of the Cristo Rey Philadelphia Leadership Team.
- Additional Duties as assigned.

Qualifications & Skills Successful applicants will embody the mission-commitment, openness to growth, dedication, drive, flexibility, creativity, love, joy, and resilience that are central to the character of our staff. In addition they will meet or exceed the following requirements:

- Exceptional communication and interpersonal skills including proven ability to engage and inspire a wide range of partners, build creative and mutually beneficial relationships within the corporate and nonprofit sectors.
- The executive presence to inspire organizational and professional confidence, passion and persistence in an ambitious, fast-paced, and results-oriented team, all while maintaining a positive work environment.
- Unquestionable integrity and a willingness to collaborate that creates trust among the school’s stakeholders.
- Results driven approach and strong problem solver with a demonstrable history of successful innovative solutions.
- 5 or more years of proven success with lead generation and securing corporate sales, fundraising or sponsorship.
- 5 or more years of experience leading teams and managing people.
- The maturity and skill required to optimize volunteer leadership engagement in achieving sales goals.

- Critical thinking and problem solving skills, including evidence of enhancing program growth and innovation.
- Evidence of operational processes experience and 4 or more years leading teams with full or partial operational functions.
- Ability to develop and coach a high performance WSP team and be able to work with other departments within the diverse culture of a Cristo Rey academic institution.
- A Bachelor's degree

The Ideal Candidate:

Cristo Rey Philadelphia High School is seeking dedicated, intellectually curious and mission-driven leaders who are open to growth, committed to equity and inclusion, and who reflect and/or celebrate our rich cultural diversity. As part of the team, they will have an opportunity to continue to develop one of Philadelphia's most promising educational options for young people.

The Vice President, Work Study Program is a 12-month role and reports to the President of Cristo Rey Philadelphia High School.

Physical Requirements:

Ability to physically perform the duties and to work in the environmental conditions required such as:

- Functioning in classroom space – walking, sitting, standing, reaching;
- Must be able to sit for up to two hours looking at a computer monitor, using a keyboard/mouse and typing;
- Must be able to stand for up to two hours instructing a classroom of learners;
- Must be able to lift up to 25lbs on a frequent basis.

Application Process:

To apply for the Vice President, Work Study Program position at Cristo Rey Philadelphia High School, please submit a PDF of the following documents in an email to jointheteam@crphs.org:

- Resume or CV;
- Cover letter expressing interest in this position;
- Three references including name, title, relationship to applicant, phone number, and email address of each;

Cristo Rey Philadelphia High School is an equal-opportunity employer with excellent benefits and a mission-driven culture that values community and initiative. Salary is commensurate with experience.

NOTICE TO APPLICANT: COVID-19 Vaccination Policy

Cristo Rey Philadelphia High School requires that all eligible employees and volunteers receive vaccination of COVID-19 as a condition of employment, subject to lawful exemptions.