



**CRISTO REY**

PHILADELPHIA  
HIGH SCHOOL

### **Development Associate**

Join the team at Cristo Rey Philadelphia High School in an exciting position: Development Associate. This position will be a member of the Development, Communications and Community Affairs team and will play an integral role in the school's annual campaign. The Development Associate will report to the Director of Development, Communications and Community Affairs.

#### **Basic Responsibilities:**

- Support efforts to reach and exceed annual operating fundraising goals
- Prepare, write and assemble grant proposals and reports
- Serve as the point person on awarded grant projects, facilitating team communication, project planning, implementation, and budgeting
- Identify new funding opportunities through research and strong working relationships with Cristo Rey colleagues
- Cultivate and steward relationships with current and potential supporters
- Maintain database of grants

#### **Requirements for Success:**

- Understands and supports the mission of the school
- Excellent written, verbal and interpersonal communication skills
- Excellent computer skills, experience on Apple computers preferred
- Proficient in Excel
- Working experience in fundraising
- Working knowledge of the grant application, budgeting and reporting process
- Strong organizational skills, attention to detail, and evident ability to handle multiple projects
- Self-starter and enjoys interacting with people of all types
- Comfortable in a flexible, challenging environment
- 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 Avenue, Philadelphia, PA 19132
- Salary based on candidate's experience

#### **Application Process**

- Submit one PDF containing the following documents to [JointheTeam@crphs.org](mailto: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 approximately 513 freshman, sophomore, junior and senior students.

Located in the Tioga neighborhood of North Philadelphia, Cristo Rey serves economically disadvantaged families from across the city that could not otherwise afford a tuition-based 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 school's goal for every student is not simply high school graduation or college acceptance but college graduation.

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 clerical job in a professional work environment.