



CRISTO REY | DE LA SALLE

EAST BAY HIGH SCHOOL  
ST. ELIZABETH CAMPUS

**We're Looking for Innovative and Progressive Professionals to Join Us!**

***Our Mission***

Located in the heart of Oakland's historic Fruitvale district at the Saint Elizabeth Campus, Cristo Rey De La Salle East Bay High School (CRDLS) is a diverse, Lasallian Catholic learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

***Our Unique Approach***

Working at CRDLS is UNLIKE working in a traditional high school environment.

We are proponents of personalized learning. CRDLS leverages the *Summit Learning* platform to deliver its educational program. The school is sponsored by the *De La Salle Christian Brothers* of the District of San Francisco New Orleans and is a member of the *Cristo Rey Network*.

We are committed to principles of restorative justice and wholeness practices, and we integrate a unique corporate work study program in the educational experience of each student associate. Each student associate is employed five days per month by a corporate partner, local business, or community agency which, in turn, provides socio-political capital and tuition assistance.

***The Call***

CRDLS is seeking a **Director of Development** to join its community in a full time capacity.

***Role Description***

The Director of Development must be a motivated, experienced professional able to create, direct, and successfully grow a comprehensive fund development program in support of an \$1.5 - 2 million contributed revenue annually. The Director will build and supervise a development team responsible for stewardship of individual, corporate and foundation gifts, major donor cultivation and stewardship, events, and marketing and communications.

The Director must demonstrate a strong skill set to develop and manage a variety of projects from visioning to implementation to data management and continuous improvement. The Director is a member of the school's leadership team and works collaboratively with the school to meet the objectives of the school and work program. This position reports to the President of Cristo Rey De La Salle High School.

An ideal candidate for the position of Director of Development will have 5 or more years of experience in fundraising or a related field. In addition, this candidate will have a Bachelor's Degree, Master's Degree preferred. The candidate must possess and model strong leadership skills, desire collaborative team management, be committed to understanding and embracing the cultural backgrounds of students and families, possess both excellent written and oral communication skills, and have experience as a supervisor of personnel with budgetary responsibility. We seek a person who believes in the transformative power of education.

## ***Essential Duties***

The Director of Development is responsible for:

- (1) Directing a comprehensive fund development program in support of a \$1.5 - 2 million annual fund need;
- (2) Stewarding relationships with individual, corporate, and foundation donors;
- (3) Executing a series of fundraising & marketing events in support of the mission;
- (4) Implementing a comprehensive communications strategy to achieve fundraising and mission goals;
- (5) Supervising and supporting a team of staff and volunteers;
- (6) Ad hoc projects as assigned by the President;
- (7) Overseeing the functions of the Development Office, including developing, monitoring, and assessing the annual Development Plan that includes measurable objectives, deadlines, and strategies for implementation;
- (8) Building and managing a team of direct reports responsible for gift processing, database management, grant writing and reporting, event management, print and online media, providing appropriate mentoring, management and evaluation;
- (9) Oversee the successful implementation of the fundraising events, hosted receptions, and other cultivation, stewardship, and awareness building events throughout the year;
- (10) Oversee accurate gift entry and reporting, timely implementation of the Stewardship Plan/Protocol and a sustained effective social media presence that is in alignment with the Annual Development Plan;
- (11) Collaborate with and support the President in the cultivation and stewardship the individual donors and Saint Elizabeth High School Alumni/ae;
- (12) Participate in the ongoing strategic planning process, including providing detailed reports;
- (13) Manage the Development Department's budget including contributed revenue forecast;
- (14) Deepen formation with the De La Salle Christian Brothers;
- (15) Participate in Alumni, Professional Development, and school activities as requested and required;
- (16) Attend fundraising workshops and conferences for professional growth;

## ***Eligibility***

- (1) Standard health and background checks including department of justice fingerprinting;
- (2) A Bachelor's Degree is required and a Master's Degree in a related field is preferred;
- (3) Prior experience working with underserved youth is preferred;
- (4) Prospective applicants with a Catholic background are preferred;
- (5) Comfort in regular interactions with students, parents, staff, and visitors;
- (6) Strong interpersonal, written, and verbal communication skills with diverse constituencies,
- (7) Proven success in managing and maintaining collegial and professional relationships;
- (8) Be able to occasionally lift up to 30 lbs;
- (9) Proficiency in computer and online software technology including fundraising databases and social media.

## ***Compensation***

We offer a competitive salary and benefit package for our faculty and staff.

## ***The Application Process***

If you are considering applying for a position at CRDLS, please submit via email to Matt Powell, president [[hr@crstoreydelasalle.org](mailto:hr@crstoreydelasalle.org)] one PDF document containing a resume or CV and a list of 3 professional references with email and telephone contact information for each reference.

If you are invited for an interview, please be prepared to provide (1) your transcripts from each undergraduate and graduate institution you attended; (2) a copy of any additional certifications including any credentials; (3) and, 3 letters of recommendation. Applications are accepted on an ongoing basis and will be reviewed in the order in which they are received. You will be contacted if you are selected to participate in the interview process.