



Grants & External Communications Coordinator

Our School:

Cristo Rey Brooklyn is a Catholic high school partnering with families of all creeds to educate deserving young people from underserved communities to become men and women of faith, purpose and service. By integrating a rigorous curriculum, a unique work-study experience and the support of an inclusive school community, we enable students to succeed in college and beyond with the values essential to a fulfilling life.

The Position:

The Grants & External Communications Coordinator is a member of the school's Advancement Department. This person will be responsible for the comprehensive management of the school's grants portfolio. In addition, this position is tasked with managing the external communication to stakeholders and community members via the school's website, email database, and social media profiles. This position interfaces with numerous departments across the school and requires the ability to collaborate and communicate effectively.

Qualifications:

- **Bachelor's degree** in Communications, English, Nonprofit Management, Public Relations, or a related field (Master's degree a plus).
- **Minimum 2-4 years of professional experience** in grant writing, nonprofit fundraising, communications, or a related field.
- **Proven track record of successful grant writing**, including identifying funding opportunities, managing deadlines, and preparing compelling proposals and reports.
- **Strong written and verbal communication skills**, with the ability to craft persuasive content for diverse audiences (e.g., foundations, donors, community partners).
- **Experience managing external communications**, including newsletters, social media, website content, and annual reports.
- **Excellent organizational skills** and the ability to manage multiple projects, priorities, and deadlines independently and collaboratively.
- **Proficiency in donor databases and CRM systems** (e.g., Raiser's Edge, Salesforce, or similar) and digital communication tools (e.g., Mailchimp, Canva, WordPress).
- **Commitment to Cristo Rey's mission** of providing a quality, Catholic, college-preparatory education to students from underserved communities.



Compensation and Benefits:

Salary range for this position is \$60,000 - \$75,000. Work experience and education will be considered for compensation. The exact amount is commensurate with experience and benchmarked with our peer local and Cristo Rey Network schools. Generous PTO and comprehensive benefits are included in the overall compensation package.

To Apply:

Please send a cover letter, resume, and three professional references by email to:

Mr. Michael Motyl, President & CEO

mmotyl@crstoreybrooklyn.org

Cristo Rey Brooklyn High School does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, or religion.