

Job Title: Advancement Associate

Reports to: Director of Advancement

School Summary Statement

Our Mission and Vision

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.

It is our vision to be considered one of the best high schools in New York as measured by academic growth and achievement, graduation rates and college success. Cristo Rey Brooklyn High School alumni will be recognized as lifelong learners, inspirational community and professional leaders, and committed to a purpose beyond self.

The school opened in 2008 and now has nearly 300 students in grades 9 through 12. All students complete a challenging college preparatory curriculum and as part of Cristo Rey's innovative Corporate Work Study Program (CWSP), spend one day per week engaged in a corporate work assignment at or on behalf of leading companies and not-for-profits throughout the NYC metropolitan area. Cristo Rey Brooklyn High School is accredited by the New York State Association of Independent Schools and is a full member of the nationally recognized Cristo Rey Network of 39 high schools around the United States committed to similar academic and work study methodologies and outcomes.

Position Summary

The Advancement Associate is an integral member of the Advancement Team and supports the school's fundraising and external communication programs in several important ways. These include:

- Communications
 - Donor relations & Stewardship
 - Acknowledgement letters and pledge agreements, reminders
 - Donor/Database management
 - Marketing: Assist with and/or produce
 - Quarterly e-newsletter
 - Annual Report
 - Content on CRBHS website
 - Content on CRBHS social media accounts
- Special Events
 - Assist with planning and execution of key fundraising events
- Board Liaison
 - Attend Board meetings
 - Assist Board Chair and President with key communications to Board

- o Other tasks as needed
- Cristo Rey Network Annual Data Report
 - o Serve as CRBHS point of contact for CRN data requests
 - o Schedule due dates for data
 - o Manage and submit all data to CRN
- Administrative Support
 - o Generate Advancement reports as requested by Director/President and provide general administrative support for the Advancement Team
 - o Serve as Executive Assistant to the School President

Schedule: This is a year-round (12 month) position, Monday through Friday (with some evenings and weekends for events). The expectation is to work primarily though not exclusively on-site.

Qualifications and Skills

Below are the essential qualifications, skills and traits that the successful candidate should possess:

- o Bachelor's Degree
- o Minimum 1-3 years of experience in Advancement or position with transferable skills/experience
- o Demonstrated organizational and time management skills
- o Excellent written and oral communication skills
- o Facility with Microsoft Office and Google Suite, and familiarity with fundraising databases
- o Action-oriented and collaborative style
- o Passion for Cristo Rey Brooklyn's Mission, Vision and values
- o Sensitivity to and respect for the socioeconomic, racial, and religious backgrounds of the student body.

How To Apply:

All qualified applicants are invited to submit a cover letter, resume, and list of two professional references to Mr. [Brian Daley](mailto:bdaley@crstoreybrooklyn.org), Director of Advancement at bdaley@crstoreybrooklyn.org

Salary is commensurate with experience and benchmarked with our peer local and Cristo Rey Network schools. Comprehensive benefits are included in the overall compensation package.

[Cristo Rey Brooklyn High School](#)

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"A School Grows in Brooklyn"

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