



February 2021

Posting: Vice President Mission Advancement

Job Description

Our Mission

Cristo Rey De La Salle East Bay High School St. Elizabeth Campus is a diverse Lasallian Catholic learning community that educates young people 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 of limited economic means to succeed in college and in life.

Our Vision

- We believe that economic status, zip code, gender and ethnicity should not obstruct the pathway to educational and life success.
- We accompany students and graduates in their journey to lead lives of wholeness, purpose, and agency.
- We unite youth and families with educators, corporations, nonprofits, and philanthropists through education and work.
- We believe in the power of these relationships to transform lives.

Position Title: Vice President Mission Advancement

Employment Status: Full-time; Exempt

Reports to: President/CEO

Compensation:

Salary: Commensurate with experience

Benefits: Health/Dental/Vision/403b/Group Life Insurance/LTD Insurance
generous vacation, sick leave and holiday plans

Supervises

2 FTE Advancement staff:

- Assistant Vice President of Mission Advancement

- Major Gifts Officer

4 Contractors:

- Grant writer/researcher - retainer 15 hours p/mo
- Graphic designer/copywriter - by project
- Administrative support - 4-10 hrs p/wk as needed
- Event planner - seasonal

Overview

The Vice President of Mission Advancement must have an appreciation of the structure and culture of the school's Lasallian Catholic heritage, the Catholic Church and exhibit a respect for religious plurality. We seek a person who believes in the transformative power of education.

The Vice President of Mission Advancement must be a highly motivated, experienced professional with the skills to create, direct and successfully grow a comprehensive fund development program in support of a \$1.5 - \$2 million annual contributed revenue budget.

We are seeking a deeply experienced fundraiser. The most essential skill and experience required is major donor cultivation, solicitation, stewardship, prospect identification, and research.

It is critical to have a strong working knowledge of managing all aspects of an advancement program including individual giving, direct mail appeals, managing and growing a robust grants pipeline, donor communications, and fundraising events. It is important to have experience with non-profit financial analysis as it relates to fundraising, audit trails, and donor record management. The candidate must possess a solid working knowledge of database management and fully understand use of a database to establish a data-driven approach to advancement initiatives.

Requirements:

- 10 or more years of experience in fundraising
- Verifiable track record of meeting contributed revenue goals in excess of \$1million annually
- Bachelor's degree, master's degree preferred
- Minimum 5 years of staff management experience
- Minimum 5 years department budget development and budget management experience
- Familiarity with the San Francisco East Bay Area funding community
- Technical skills to navigate standard business platforms and software (Microsoft Office, Google Cloud Platform, relational donor database - DonorPerfect preferred)

Responsibilities include but are not limited to:

- Directing a comprehensive, data-driven fund development program in support of a \$1.5 - \$2 million annual contributed revenue budget with emphasis on major donor identification, research, cultivation, solicitation and stewardship.

- Personally directing and managing a robust and ongoing major donor campaign and pipeline
- Collaborating with and fully supporting the President/CEO in work with major donors.
- Collaborating with the President/CEO and the Vice President of Corporate Work Study Program (CWSP) to support the achievement of school revenue goals
- Managing a robust grants pipeline working with a contract grant writer/researcher, establishing and maintaining grant funder relationships, and, upon occasion, authoring proposals and reports
- Directing and managing fundraising events including an annual gala, hosted receptions, and other cultivation, stewardship and awareness-building events
- Donor prospect identification and research
- Direction of records retention, audit trail, gift processing/acknowledgment, database management
- Participating in the ongoing strategic planning process
- Creating the annual Advancement department budget and managing to it, including frequent contributed revenue forecasts
- Participating in professional development and school activities
- Attend fundraising workshops and conferences for professional growth
- Deepening formation with the De La Salle Christian Brothers
- Some evening and weekend responsibilities
- Some overnight workshops and conferences
- Some domestic travel

Conditions of Employment

- Must pass Dept of Justice, FBI fingerprint and background checks for working in a school setting
- Tuberculosis test required
- Must have reliable personal vehicle
- Must hold a valid driver's license
- Must be eligible for coverage on school vehicle insurance
- Ability to lift 30 pounds

Application and timeline for hire:

Applications accepted through March 21, 2021

Review of applications to begin March 22, 2021

Interviews begin in late March

Hiring date: As soon as available

Please email résumé, cover letter and three writing samples to:

Janet Wilks

Vice President Mission Advancement

jwilks@crestoreydelasalle.org

Thank you for your interest in Cristo Rey De La Salle East Bay High School