



CRISTO REY TAMPA SALESIAN HIGH SCHOOL

Job Title: Director of Corporate Partnerships
Reports To: Vice President of Corporate Work Study
FTE/Classification: Full-time, exempt

Cristo Rey Tampa Salesian High School is a Catholic, college-preparatory high school and corporate work study program serving students from families of limited economic means. Opened in 2016, Cristo Rey Tampa is a part of the national Cristo Rey Network of schools.

To learn more about the school and our mission, visit www.cristoreytampa.org and www.cristoreynetwork.org

JOB SUMMARY:

The Director of Corporate Partnerships reports to and works with the Vice President of Corporate Work Study on the strategy to produce, maintain, and expand Corporate Work Study Program (CWSP) jobs for Cristo Rey Tampa Salesian High School (CRTSHS) students.

As a member of the CWSP team, the **Director of Corporate Partnerships** is responsible for the identification, cultivation, solicitation, and stewardship of corporate work study prospects and partners who will hire teams of CRTSHS students.

The Director strategically builds strong relationships within the Tampa business community and works with the CRTSHS President, VP of Corporate Work Study, Board Members, Jobs Committee members, and other key CRTSHS community constituents to develop and sign new corporate partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works under and with the VP of Corporate Work Study to increase client acquisition and maximize revenue in support of the strategic goals of CRTSHS.
- Identifies and solicits business leaders for potential corporate work study positions to grow CRTSHS' Corporate Work Study Program.
- Works with VP of Corporate Work Study and Director of Communications to prepare sales materials for corporate recruitment efforts.
- Utilizes online marketing tools for targeted lead generation.
- Works diligently and efficiently in Salesforce to ensure internal sales procedures are followed and contact information is accurate.
- Tracks all leads, opportunities, and client activities (calls, emails, and visits) in Salesforce.
- Attends networking events, in-person or virtually, to educate and engage potential corporate partners.
- Represent CRTSHS' Corporate Work Study Program at meetings or events in the community, the Cristo Rey Network, the Salesians, and the Diocese of St. Petersburg.
- Supports all Corporate Work Study Program activities and events.
- Meets with Board committees as assigned by the VP of Corporate Work Study.
- Provides input to the VP of Corporate Work Study on operations, policies, budget, and other issues.

MINIMUM QUALIFICATIONS:

- Bachelor's degree with experience relevant to specified duties and responsibilities.
- Compliance with background checks and completion of the Diocesan Safe Environment Program training.
- Valid Florida Driver's License
- Willingness and availability to work occasional evenings and weekends.
- Commitment and capacity to serve and align with the mission of Cristo Rey Tampa Salesian High School
- Strong interpersonal and community relations skills and the ability to build creative and mutually beneficial relationships within the corporate, public, nonprofit, and philanthropic sectors.
- Proven revenue generating and/or fundraising success in the corporate environment.
- Demonstrated background in utilizing effective networking strategies to acquire new business or to achieve positive outcomes.
- Knowledgeable, sensitive, and inclusive of all cultures, in particular those served by CRTSHS.
- Confident, articulate, and professional speaking abilities.
- Excellent oral and written communication skills
- Ability to work effectively as part of a team and independently in a fast-paced environment with flexibility and adaptability.
- Excellent organizational skills with attention to detail.
- Technological competency: Microsoft Office Proficiency-all applications and Salesforce, preferred.

APPLICATION PROCEDURES:

Apply online at <https://www.dosp.org/schools-office/position-openings-2/> through the Diocese of St. Petersburg. Please include a current resume, cover letter expressing interest, two current professional references, and one personal reference.

Salary is commensurate with experience. Comprehensive benefits are included in the overall compensation package.

Employment is contingent upon successful completion of Level II Background Screening.

Cristo Rey Tampa does not discriminate on the basis of race, color, religion, national or ethnic origin in the hiring of this position.