



## **CRISTO REY TAMPA SALESIAN HIGH SCHOOL**

**Job Title:** Philanthropy Manager  
**Reports To:** Director of Development  
**FTE/Classification:** Full-time, exempt (on-site)

Cristo Rey Tampa Salesian High School is a Catholic, college-preparatory school and work study program serving students from families of limited economic means. Opened in 2016, it is a part of the national Cristo Rey Network of schools. To learn more about the school and our mission, visit [www.cristoreytampa.org](http://www.cristoreytampa.org)

The Philanthropy Manager will work closely with the Director of Development in all philanthropic activities, which can include donor cultivation and stewardship, individual giving, major gift giving, grant writing, foundation relationships, corporate sponsorships, donor correspondence, and more.

### **RESPONSIBILITIES:**

The Development Manager will:

- Collaboratively work with members of the Development Team, Fund Development Committee, Board of Directors, Leadership Team, and Ambassador Council to achieve fundraising goals.
- Assist with annual giving program with emphasis on growing major gifts, corporate sponsorships gifts program, and grants.
- Coordinate new programs and activities such as "Sponsor A Student" to generate new interest in supporting the mission.
- Effectively use donor management software (Bloomerang) to accurately manage all school donations and constituent information for Donors, prospective Donors, CWSP Partners, Volunteers, Foundations, and Board Members.
- Use donor management software to acknowledge pledges and donations accurately, organize solicitation campaigns, and provide accurate reports.
- Conduct donor research and utilize data to make decisions.
- Target companies and foundations that fit the school's mission and write donor-specific grants, proposals, and applications.
- Work with the Director of Communications and Public Relations to develop and execute marketing collateral, social media strategies, and donor events.
- Create compelling content and graphics for donor communications.
- Performs other tasks as assigned by the Director of Development or President.



### **REQUIRED SKILLS AND COMPETENCIES:**

- An undergraduate degree is required.
- Three (3) years of successful development experience.
- Grant writing experience.
- Proficiency with the use of donor management software, Canva, MS Office products.
- Excellent verbal and written communication skills.
- Willingness to work for the good of the organization – team player.
- Excellent presentation skills, and ability to share a passion for the Cristo Rey Tampa Salesian school and its mission-driven purpose.
- Integrity and commitment to the art of fundraising.
- Sensitivity to diverse ethnic, racial and religious backgrounds of the student body.
- Respect for Catholic faith, beliefs, and practice.
- Commitment to building a comprehensive development program.
- Willingness to work extended hours, nights, and weekends when necessary (including travel).

### **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.**

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

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

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