

**JOB TITLE:**

Managing Director, Corporate Work Study Program (CWSP)

**REPORTS TO:**

The Presidents of Cristo Rey Jesuit High School & Christ the King Jesuit College Prep. Serves as a member of the leadership teams of both schools and manages the Jobs Committee for both schools, and participates in general and committee meetings as assigned by the school Presidents.

**DIRECT REPORTS:**

Associate Vice President of CWSP (Part-Time)  
Director of CWSP – CTK Campus

**INDIRECT REPORTS:**

Director of CWSP – CR Campus  
Program Coordinators (both Campuses)  
Chaperones & Drivers  
Jesuit Alumni Volunteers (JAVs) & Program Volunteers

**SUMMARY STATEMENT:**

The Managing Director ensures the acquisition of new student jobs, and oversees job retention and operations (eg., student development and support and student training programs) at both campuses.

At full enrollment, the CWSP generates sufficient revenue to cover ~70% of the operating cost of both schools and the CWSP. The Managing Director is ultimately responsible for effective operations at both campuses and making sure the CWSP acquires the jobs necessary for a full enrollment of students at Cristo Rey and Christ the King.

**Job Acquisition & Retention:**

The Managing Director works with the school Presidents and CFOs to set annual job goals consistent with budget assumptions. Goals include identifying the number of paying jobs needed, NFP jobs needed for appropriate management of the program, and recommending a well-researched and justifiable job price.

The Managing Director works with the Directors at both schools to gather job prospects from current job sponsors, and works with board members, members of the Jobs Committee, donors, members of the school community and friends of the school to further develop prospects. Using this constantly growing and changing database of leads, the Managing Director develops and executes strategies to turn prospects into Job Sponsors. The Managing Director oversees the development of sales/promotional materials including the use of electronic, paper-based and other media to inform and entice people and businesses to become job sponsors. Current strategies for cultivating job prospects include obtaining one-on-one meetings, holding periodic group information sessions, and encouraging school visits. Engaging job committee members, board members, LAC/RLC members to assist in cultivation activities is essential. The Managing Director trains these audiences to be effective representatives of the CWSP to the larger business community. The Managing Director develops and maintains procedures to ensure timely and regular follow up with prospects and to ensure an organized cultivation toward sponsorship.

Appropriate management of the CWSP is also a fundamental factor for success in achieving full-employment for students. The Managing Director attends appropriate school events to promote the CWSP, including school galas, RLC/LAC events, etc. The Managing Director pursues external events such as chamber of commerce meetings, speaking opportunities, conferences, etc. to invite business audiences to become job sponsors.

The Managing Director negotiates Sponsor Contract for new job acquisition, working closely with attorneys for the CWSP to ensure that contract variations do not put the schools or CWSP at unnecessary risk. The effective day-to-day management of the CWSP by the Directors (i.e., student performance and sponsor relations) will be the largest determining factor in high job retention year-to-year. However, the Managing Director must still exert influence with decision-makers to push favorable renewal decisions by the job sponsors. Coordinating follow-up and communication with board members and other influential individuals whose relationships helped acquire the job in the first place are often required to maintain the highest renewal rates possible. Strong relationships are required at both the supervisory and the decision-making levels within the Job Sponsor organizations.

The Managing Director communicates regularly with the Development Directors and staff at both schools to maximize the value of information on job contacts and donors. Practicing regular cross-selling strategies in coordination with Development, participating in Development events, leveraging sponsor relationships to generate foundation and individual gifts should be regular practice for the Managing Director.

Lastly, as a school leader, the Managing Director is expected to be a faith leader in the community, to openly embrace the Catholic mission of the schools and model professional, Christian behavior.

### **POSITION REQUIREMENTS:**

#### Personal Skills:

- Alignment with CTK's and Cristo Rey's Catholic, Jesuit mission
- Strong relationship-building skills
- Sense of community and a willingness to serve others
- Self-starter who enjoys a challenge and willingly accepts responsibility
- Creative thinker who can deliver results in a financially conservative environment
- Likes working with people and a good sense of humor
- Knowledge of diverse groups and sensitivity and appreciation of cultural differences
- Organized, effective and experienced team manager

#### Professional Skills:

- Bachelor's Degree or higher with relevant major
- Demonstrated background in utilizing effective networking strategies to acquire new business or to achieve positive outcomes
- Solid verbal and written communications skills
- Experience with MS Office Suite – especially Excel, Word and PowerPoint
- The ideal candidate will have knowledge in:
  - Customer Service in a business environment
  - Business-to-business and merit-based sales
  - Job training or teaching

- Management or supervisory experience (especially in a senior level sales position)
- Background or familiarity with private, Jesuit, Catholic or Cristo Rey schools preferred.

**SALARY:** Commensurate with experience.

**DEADLINE FOR SUBMISSION OF COVER LETTER AND RESUME:** Nov. 15, 2011

**SEND ALL MATERIALS TO:**

[MDirectorsearch@ctkjesuit.org](mailto:MDirectorsearch@ctkjesuit.org)

or

Ms. Kamaria Porter

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