Job Posting: Vice President of CWSP

Position Summary:

The Vice President of Corporate Work Study Program (CWSP) reports to the Presidents of Cristo Rey Jesuit High School and Christ the King Jesuit College Preparatory School, and will have primary responsibility for planning, managing, and executing all CWSP-related activities of the two schools. This includes stewarding corporate partner relationships, cultivating new job prospects, constantly developing relationships and networking, achieving job acquisition goals for each school, conducting periodic job pricing analysis, overseeing program operations, logistics, transportation, training, performance assessments, and legal requirements.

The Vice President is a member of the Leadership Teams of both Cristo Rey and Christ the King, and provides advice and counsel on all major management decisions, collaborating with members of each leadership team to drive intuitional goals, success, and culture.

Cristo Rey and Christ the King pioneered the CWSP model for inner-city education that has inspired a national network of 32 schools serving economically under resourced communities across the country. The CWSP enables all students to earn a majority of their annual tuition by working one school day a week in an entry-level position for a corporation in the Chicago area. While initially serving principally to pay the operational costs of the schools, the CWSP has evolved into a progressive means of providing students with valuable work experience, while simultaneously empowering them to take an active part in financing a major portion of their own education.

Essential Responsibilities:

- Member of the Leadership Team at each school;
- Liaison to Board of Directors at both schools for the work-study program, and in collaboration with each Jobs Chair, lead the Jobs Committee;
- Conducts annual job pricing analysis for Finance and Jobs board committees;
- Accountable for “full-employment” goal at both schools, meeting yearly revenue goals;
- Ensure timely and accurate CWSP sponsor billing and payment collection with both business offices;
- Manages CWSP budget for both schools;
- Responsible for relationship management, along with Presidents and Board members, of C-suite level decision makers, both at current job partners and prospective job partners;
- Responsible for cultivating a customer relationship management approach for the office that emphasizes responsiveness and accurate use of a CRM database;
- Collaborates with Director of Communication at each school to coordinate a communications strategy for the program that targets existing partners, prospective partners, and maintains a high level of brand awareness;
- Responsible for creating a professional development and training framework that emphasizes work place skill development (soft and technical) to ensure student employability and success at work;

- Collaborates with the principals to deepen curricular connections between what students learn in the classroom, at work, thus improving performance in both settings;
- Accountable for all legal, safety, and employment requirements (Federal, State, local) for the CWSP program, as well as employment agreements with job partners;
- Along with Director of Corporate Relations, responsible for the acquisition of new and expanding jobs, including stewarding and closing on sales pitches to prospective job partners;
- Along with Director of Corporate Relations, responsible for the renewal process with current job partners, with the goal of 95% or higher renewal rate;
- Directly supervises Director of Corporate Relations and two school Directors, but is ultimately accountable for all CWSP staff.

Qualifications, Experience, and Personal Characteristics:

- Demonstrated commitment to Catholic and Jesuit, faith-based education;
- A desire to learn and be a part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work-study program;
- Proven commitment to serve and connect on a personal level with Latino and African-American students and families from economically underserved communities;
- Exceptional leadership and management skills to inspire, lead with zeal, and work collegially with faculty and staff, challenge students to high levels of achievement, and inspire corporate and civic leaders towards civic engagement;
- Demonstrated success in sales or fundraising, in particular, pushing for jobs and opportunities for our students in the face of skepticism and doubt;
- Confident in networking and cultivating strong professional relationships, and experience with customer relationship management;
- History of success in meeting sales and performance goals;
- At least five years of experience in a management role;
- Persuasive communication style, with excellent written/oral communication skills;
- Creative, flexible, and entrepreneurial attitude;
- Master's degree preferred or in process.

Requirements and Application Procedure

All qualified applicants are invited to submit a resume and cover letter to:

Laura Aguilar, Assistant to the President
laguilar@cristorey.net

Cristo Rey Jesuit High School
1852 W. 22nd Place
Chicago, IL 60608

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