



Associate Director of Business Development

Department: Corporate Work-Study

FLSA Classification: Exempt

Employee Type: FT/12-month

Reports To: Director, Corporate Work-Study Program (CWSP)

Who We Are: Cristo Rey Jesuit College Preparatory School of Houston serves nearly 500 young men and women from families with limited economic resources through a rigorous college-preparatory education grounded in the Jesuit tradition. A hallmark of our model is the Corporate Work Study Program, which places students in professional work environments and funds up to 40% of the cost of their education. Our mission is to inspire and prepare students to succeed in college and lead lives of faith, service, and leadership as men and women for others, for the greater glory of God.

Position Summary: The CWSP Associate Director of Business Development leads client acquisition, retention, and growth for Cristo Rey Jesuit's Corporate Work Study Program. This role is responsible for driving new corporate partnerships, strengthening existing relationships, and leading the program's sales and marketing strategy to meet annual employment and revenue goals.

The CWSP Associate Director of Business Development works closely with the CWSP Director, the President, and the CWSP Jobs Committee to advance one of Houston's most impactful educational and workforce- development models.

Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

Job Procurement & Retention:

- Primary responsibility for new client acquisition, retention and/or growth of existing ones
- Identify new client prospects through market research, leveraging existing client partnerships, relationships with business and civic community stakeholders, etc.
- Develop and deliver pitches for current and prospective corporate partners, including cold calling, lead follow up, up-selling and cross-selling
- Guide CWSP team in meeting annual CWSP employment benchmarks and revenue goals

Sales Enablement & Volunteer Support:

- Lead the CWSP marketing strategy and execution
- Collaborate with school Development and Communications/Marketing personnel to coordinate a communications and event strategy for the program that targets existing clients, prospective clients, and maintains a high level of brand awareness, including the development of marketing collateral
- Serve as liaison to the Board of Directors for the Corporate Work Study Program (CWSP Jobs Committee) and in collaboration with the CRJ President, CWSP Director, and Committee Chair, will lead the Jobs Committee



- Coach, train and support the CWSP Committee on how to pitch the Corporate Work-Study Program to prospective partners, have more effective sales conversations, sales methodologies, and other sales skills such as negotiation
- Work with Community Engagement on the donor-funding initiative focusing on renewals as determined and follow up on invoices to ensure collection of donations.
- Identify networking events to attend in order to connect with new prospects

Customer Relationship Management:

- Responsible for relationship management, (along with the CWSP Director, President and Board members,) of C-suite and other decision makers, both at current and prospective clients
- Develop customer relationship management strategy to implement with CWSP staff and oversee the program's customer relationship management approach to sales and service activities with responsiveness and accuracy

Database Management:

- Develop reporting systems to gather data and track CWSP business results for Cristo Rey Jesuit and the Cristo Rey Network annual report
- Collaborate with CWSP staff to manage primary databases including Salesforce (Work Studyforce 2.0), and the Cross-Sell Database provided by the Cristo Rey Network, ensuring that information is accurate and current
- Manage and track the Prospects & Partners List sheet for the CWSP Committee

Education and/or Experience: Bachelor's degree from four-year college or university in business management; master's degree preferred

Key Competencies: To perform this job successfully, an individual should possess the following key competencies:

- Proven commitment and ability to serve and connect on a personal level with the diverse and dynamic students and families, faculty, staff and other stakeholders that comprise the Cristo Rey community
- Two years of experience in development / advancement, management experience preferred
- History of success in meeting sales and performance goals
- Persuasive communication and negotiation style, with excellent interpersonal, and written and verbal communication skills
- Comfortable working independently and collaboratively to problem solve in a rigorous workplace environment
- Working proficiency with Salesforce or other customer relationship management software
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the work study program

Computer Skills: To perform this job successfully, an individual should have knowledge of Microsoft & G-Suite database software; spreadsheet software; word processing software; electronic mail



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software; and presentation software. Familiarity with Salesforce or another customer relationship management software.

Certificates, Licenses, Registrations:

- Valid driver's license and reliable transportation

Other Qualifications:

- Exceptional leadership and management skills
- Exceptional communication skills, with excellent interpersonal, written, and verbal communication skills
- Commitment to faith-based education and holistic student development
- A desire to learn and be part of the unique Cristo Rey mission, recognizing the educational value and financial importance of the Corporate Work-Study Program

Compensation: Competitive salary, benefits and paid vacation.

Physical Requirements and Work Environment:

- Regularly interact with students, parents, staff, corporate partners, and visitors
- Work at a desk and computer screen for extended periods of time
- Be able to occasionally lift up to 30 lbs.

Application Materials:

- Please submit a resume and cover letter through the school [career page](#).

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Work Study Program, Inc are equal opportunity employers.