



CRISTO REY DE LA SALLE

EAST BAY HIGH SCHOOL

Position Announcement **Vice President of Corporate Work Study Program**

Our Mission

Located in the heart of Oakland's historic Fruitvale district at the Saint Elizabeth Campus, [Cristo Rey De La Salle East Bay High School](#) (CRDLS) is a diverse, [Lasallian Catholic](#) learning community that educates young people of limited economic means to become men and women of faith, purpose, and service. A rigorous and personalized college preparatory curriculum integrated with a corporate work study experience prepares students to succeed in college and in life.

CRDLS is one of 39 high schools across the country associated with the [Cristo Rey Network](#). The Network began more than 25 years ago with an education/work study model that has proven to be universally successful.

Working at CRDLS is UNLIKE working in a traditional high school environment. As an independent private school, students aren't placed at CRDLS; they choose us! Faculty and staff are the backbone of the school and the development of relationships are foundational to the success of each student. The success of the program was recently demonstrated by the acceptance to four-year colleges by 100% of the inaugural graduating class of 2022.

Corporate Work Study Program (CWSP)

The CWSP is a subsidiary employment agency operated solely within CRDLS that trains students for entry-level employment and markets their services to local clients, enabling all students to earn approximately half the cost of their education through a job-sharing partnership to cover full-time, Monday-Friday positions. CWSP participation is a critical component of every CRDLS student's education.

Through this program, CRDLS students provide valued service to Bay Area companies and organizations where they also find mentors and forge fundamental networks for their future success.

The Ideal Candidate

The VP reports to the President and oversees the CWSP, identifies and cultivates external partnerships that are associated with revenue targets, and provides the strategic vision to ensure the CWSP is a mutually beneficial experience for job partners and students. The VP is a business partner and advisor to the President,

VP of Mission Advancement, and Principal in developing and implementing strategies that achieve the overall institutional growth objective and financial sustainability of CRDLS.

We are seeking a dynamic growth-minded individual committed to our mission, equity and inclusion, and who reflects and celebrates our rich cultural diversity. Though we do not all work in a classroom, in a Lasallian school, all faculty and staff are considered educators and active role models for our students, please check out our [seven essential characteristics of an educator at CRDLS](#).

Responsibilities include, but are not limited to:

- Develop and execute partner engagement strategies and practices that contribute to securing and maintaining a diverse portfolio of business partners ensuring jobs for 100% of enrolled students;
 - Sell the CWSP by effectively communicating the mission, business case, and value proposition with the goal of securing partnership contracts;
 - Identify new partner prospects through the CWSP Jobs Committee (a committee comprised of external supporters who prospect and engage prospective partners), market research, leveraging existing partnerships, relationships with business and civic community stakeholders, etc.;
 - Ensure CWSP services are being provided at market rate, and partner billing and payment processes are carried out in a timely and accurate manner in coordination with the business office;
 - Manage the contracting process with new partners;
 - Prepare annual partner renewal packages
- Provide the vision for and oversee partner relations and account management, collaborating with CWSP relationship management staff to ensure an extraordinary “on-the-job” experience for students so that the program is a robust return on investment for all participants
 - Responsible for onboarding and training corporate partners in coordination with CWSP staff;
 - Coordinate with CWSP staff to conduct required semi-annual site visits to partner sites;
- Provide the vision for the development and innovation of the CWSP curriculum and experience to ensure that students are confident, work-ready, and feel supported.
- Manage the CWSP staff which includes but is not limited to all operations, student and partner relationships
 - Responsible for nurturing the morale of CWSP staff, providing a quality work environment through teaming principles, effective leadership, and a demonstrated positive attitude
- Partner with the Principal, Vice President of Community and Culture, and Associate Director of Operations to:
 - Ensure integration of the CWSP among other school departments;

- Develop and enforce policies and structures to ensure a high level of student performance, programmatic quality control, and healthy partner relationships;
- Collaborate with Mission Advancement personnel to coordinate communications, event strategy, and donor cultivation and stewardship;
- Collaborate with CWSP staff to manage primary databases including Salesforce, and the Cross-Sell database provided by the Cristo Rey Network, ensuring data integrity, uniformity and prompt updates;
- Support engagement with the Cristo Rey Network, including participation at CWSP-specific gatherings and the Annual Meeting and responding to routine and periodic requests for program-specific data;

Required Skills and Qualifications

- 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 CRDLS community;
- A five-year sales-oriented background with a track record of successful relationship management, leads generation and closing sales;
- 5+ years experience in administration, including staff supervision;
- Persuasive communication style, with excellent interpersonal, and written and verbal communication skills;
- Creative and entrepreneurial attitude with a desire to work in a fast-paced start-up organization;
- Comfortable working independently and collaboratively to problem solve in a rigorous workplace environment;
- Ability to work in a faith-based organization;
- 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; workforce development experience preferred;
- Bachelor's Degree required. Advanced degree preferred.

Conditions of Employment

This position is an exempt, full-time, onsite position.

- Must pass background checks for working in a school setting
- Must hold a valid driver's license and have a reliable personal vehicle

Compensation

We offer a competitive benefits package as well as 403(b) with matching and health, vision, and dental benefits.

The Application Process

If you would like to be considered for a position at Cristo Rey De La Salle, please submit a PDF document of your resume and cover letter with 3 professional references and 1 personal reference to anguyen@crstoreydelasalle.org.