



Job Title:	Vice President of Advancement
Reports To:	Chief Executive Officer (CEO)
FLSA Classification:	Exempt
Type:	12 months

About Carlos Rosario International Public Charter School:

CRIPCS is the nation's first adult charter school, serving as a national model for delivering high-quality education, career training, and supportive services that enable adult immigrants to realize their dreams while strengthening our community and economy. When you join the team at CRIPCS, you become part of a unique, mission-oriented organization that is actively advancing innovative solutions to address the greatest challenges faced by adult learners and English language learners today. We maintain an unwavering focus on equity of opportunity for those we exist to serve. We lean into our commitment to continuous improvement through innovation and excellence. This documented and celebrated commitment to high-quality work has earned us recognition and partnerships with national and regional stakeholders, including employers, funders, government agencies, and educational institutions who share our vision for adult education. Our award-winning three-pronged educational model demonstrates the transformative impact possible when combining foundational courses, career certification programs, and comprehensive student support services. Guided by our values of Integrity, Respect, Perseverance, Compassion, Inclusivity, and Collaboration, we are advancing our strategic priorities to strengthen academic excellence and foster student success; deepen organizational health; and ensure organizational resilience and strategic agility.

Position Summary:

Carlos Rosario is seeking a dynamic and collaborative Vice President (VP) of Advancement to lead the school's fundraising, communications, and support the School's external relations efforts. The VP will oversee and manage a comprehensive advancement strategy that integrates fundraising, communications, and marketing to support the school's mission and elevate its brand. The current annual fundraising goal is \$1M, with a target to grow this to \$2M over time. The VP will lead efforts to secure these resources, cultivate relationships with major donors, and develop communications strategies that align with the school's vision and goals.

This position is central to advancing the school's mission and requires heavy collaboration with a wide range of stakeholders, including the CEO, Board of Trustees, school leadership, program managers, and the broader community. The VP will work closely with these groups to ensure alignment between advancement efforts and moving forward CRIPCS's strategic priorities. The role requires strong leadership in managing and mentoring a development and communications team, ensuring a supportive and effective environment that drives success.

In the short term, the VP will focus on developing a comprehensive fundraising plan, refining stewardship practices, and aligning team roles and goals to maximize effectiveness. Long-term, the VP will build a high-performing advancement team, refine fundraising strategies, and help position CRIPCS for sustainable growth, including program expansion and increased community impact.

The ideal candidate will have extensive experience in advancement, fundraising, and communications, a

proven ability to secure major gifts, and strong leadership skills. A passion for supporting immigrant communities and a commitment to equity, along with expertise in team management and data-driven decision-making, are essential. The VP must also excel in collaboration, working in service of advancing CRIPCS's mission and fostering meaningful relationships with internal and external stakeholders.

Responsibilities:

Strategic Leadership & Team Management (25%)

- Lead the development and execution of a comprehensive advancement strategy that integrates fundraising, communications, and marketing to meet the school's mission and goals.
- Directly manage and mentor the Development Manager and Associate Director of Communications, providing clear direction, professional development, and performance feedback.
- Foster a collaborative and results-oriented culture focused on achieving ambitious fundraising and communications targets.
- Drive clarity by resolving ambiguities, implementing structured systems and processes, and leveraging design thinking to foster innovation and effective solutions.
- Work closely with the CEO, Board of Trustees, and other senior leadership to identify and pursue new opportunities for funding, partnerships, and growth.
- Ensure alignment of team goals with the school's overall strategic plan, ensuring resources are effectively managed, and priorities are met.
- Serve as a member of the School's Senior Leadership Team which collectively owns the school's strategic plan and outcomes, facilitates a vibrant school culture, and serves as mutual thought partners on strategic priorities.

Fundraising & Development (40%)

- Lead efforts to secure at least \$1M+ annually through individual giving, foundation and corporate support, and government grants, with a strategic focus on growing revenue to \$2M+ annually over the next several years.
- Oversee the execution of annual fundraising campaigns, including major gifts, special events, and planned giving programs.
- Cultivate and maintain relationships with current and prospective major donors, foundations, corporations, and other key stakeholders.
- Direct the team in driving initiatives, optimizing resources, and clarifying roles and responsibilities through efficient systems and processes.
- Guide grant strategy, including overseeing the development and submission of proposals and managing donor stewardship.
- Use data-driven insights to evaluate fundraising performance and adjust strategies to improve outcomes.
- Support the CEO, leadership team, and Board of Trustees in their fundraising efforts, ensuring that the school's fundraising goals align with its financial needs.

Communications & Marketing (25%)

- Develop and implement strategic internal and external communications to elevate CRIPCS's brand, reputation, fundraising efforts, and community impact.
- Support the development and implementation of a year-round plan coordinating collaborative efforts to reach student outreach and recruitment goals.
- Partner with the program teams as they develop new programs and help articulate their stories of vision and impact to both internal and external audiences.
- Oversee the creation of compelling, consistent messaging across all communication channels, including website, social media, and publications.

- Ensure that all communication aligns with the school's mission and reaches diverse audiences, including prospective donors, the general public, and the CRIPCS community.
- Assist the team in supporting the CEO as the primary spokesperson for the school.
- Contribute to and advise on high-stakes strategic communications for key organizational initiatives.
- Oversee the production of major publications, including the annual impact report, internal and external newsletters, and press materials.

External Relations & Partnerships (10%)

- Help to represent, and collaborate with others who represent CRIPCS at external events, conferences, and in discussions with key community stakeholders.
- Build and strengthen strategic partnerships with other community organizations, government agencies, and philanthropic entities.
- Develop and implement strategies to broaden CRIPCS's network and influence within the local and national philanthropic landscape.
- Work with the leadership team to ensure that CRIPCS's expansion efforts are supported by effective fundraising and partnership strategies.

Qualifications:

- 7+ years of experience in fundraising, development, communications, and leadership roles.
- Strong relationship-building and interpersonal skills, with the ability to connect with diverse stakeholders and lead teams effectively.
- Demonstrates humility, self-awareness, and resilience in leadership and collaboration.
- A proven track record of successfully securing six- and seven-figure gifts from individual donors, foundations, and corporations.
- Experience in leading comprehensive fundraising campaigns, including major gifts, capital campaigns, and annual giving.
- Strong understanding of communications strategy, brand management, and media relations.
- Proven ability to lead and inspire a development team to meet ambitious revenue goals.
- Experience working with donor databases (e.g., Bloomerang) and developing data-driven fundraising strategies.
- Ability to analyze fundraising performance metrics and adapt strategies accordingly.
- Strong project management skills and the ability to handle multiple priorities and meet deadlines.
- Excellent written and verbal communication skills, with fluency in Spanish preferred.
- Experience working in diverse organizations that serve immigrant communities, with a deep commitment to advancing equity, inclusion, and belonging.

Our Commitment to the Vice President of Advancement:

- A competitive annual starting salary range of \$146,000 to \$176,200 commensurate with experience.
- 46 total days of time off (a combination of paid holidays, vacation, sick, and personal time) per year. This number increases over time.
- A flexible, hybrid work schedule. Requires three days a week in office, Monday - Wednesday.
- Competitive health benefits and retirement match (up to 6% of the base salary)
- Deep investment in individualized professional development inclusive of coaching, conference attendance, and tuition reimbursement

How to Apply:

Carlos Rosario is partnering with She Rose Solutions to find the next VP of Advancement. Please use [this link](#) to submit your application and direct all questions to brent@sherosesolutions.com. She Rose Solutions will review all applicants and, upon qualification, contact you to determine next steps.