Major Gifts Officer (Full Time) Job Description
Date Modified: November 2026
FLSA Classification: Exempt
Reports To: Vice President of Advancement

Overview:

Cristo Rey Dallas College Prep (Cristo Rey Dallas) is a private, independent Catholic, college preparatory high school committed to academic excellence for students of all faiths with limited financial resources. An essential part of the Cristo Rey academic model is its Corporate Work Study program (CWS), where students work in a professional setting one day a week, actively contributing to the culture of Dallas' most successful companies. Upon graduation, Cristo Rey Dallas students enter college and careers with the faith, wisdom, and confidence gained from their journey.

Cristo Rey Dallas is part of the Cristo Rey Network, a nationwide system of 41 schools providing the proven CWSP revolutionary model of college preparatory education accessible for economically disadvantaged students. Cristo Rey Dallas is the 30th school in this prestigious system.

The Corporate Work Study Program

The CWS is the hallmark of the Cristo Rey model — and Cristo Rey Dallas has built one of the strongest programs in the nation. Through CWSP, students earn about 50% of the $20,000 annual cost of their education by working one day each week at more than 156 businesses across North Texas. Each job team of four students represents one full-time employee equivalent, generating $40,000 annually toward tuition.

This model simultaneously addresses two challenges: the financial barriers faced by families with limited income, and the opportunity gap for students who often lack access to professional experiences. With an average family income of $45,000 for a family of five, Cristo Rey Dallas ensures affordability while providing students with exposure to industries including law, finance, healthcare, technology, and nonprofits.

The impact is profound: students gain confidence, career awareness, and professional networks that set them apart, while corporate partners gain reliable, motivated contributors who add real value. This combination of affordability, workforce readiness, and academic rigor makes Cristo Rey Dallas a national model for how education and industry can partner to break cycles of poverty and build pathways to opportunity.

The Campus

Cristo Rey Dallas opened in August 2015 in a repurposed elementary school adjacent to Saint Augustine Catholic Church in Pleasant Grove located in South Dallas. Through the extraordinary efforts from Cristo Rey Dallas' leadership and robust supporters, the school has expanded to a collegiate-style campus and includes two new buildings totaling 72,000 square feet dedicated to classrooms, science labs, a Corporate Work Study suite, offices, a student life center and cafeteria, fine arts studios, a worship center, and more. A competition gymnasium also serves as a storm shelter for both the school and the surrounding community. The campus not only provides students with state-of-the-art academic and extracurricular facilities, but also serves as a hub for community engagement, corporate partnership activities, and donor events that sustain Cristo Rey Dallas' mission.

A Decade of Impact

In just 10 years, Cristo Rey Dallas has not only grown its physical footprint but has expanded from a founding class of 127 students to an enrollment of nearly 500 students in grades 9–12, representing more than 70 zip codes across North Texas. The school now maintains a robust waitlist of students eager to pursue a path to college and professional success.

Since its founding, Cristo Rey Dallas has provided more than 1,000 students with the tools needed to transform

their futures and their families' trajectories. More than 600 graduates have gone on to attend top-tier institutions including Notre Dame, Georgetown, The University of Texas, Cornell, and SMU. Cristo Rey Dallas is not only changing lives for generations but also creating a talent pipeline for the North Texas business community.

The Opportunity

Cristo Rey Dallas' Advancement team plays a critical role in ensuring adequate funding resources are available to meet the school's growing needs. The philanthropic support of generous individuals, families, foundations, and corporations dedicated to Cristo Rey Dallas' mission and student success makes up 40+ percent of its operating budget. With an annual giving goal of $3.5 million, signature events such as the CEO Breakfast, Grow the Grove, and Cristo Clays contribute significantly to Cristo Rey's fundraising success. Significantly, in 2024, Cristo Rey Dallas received the Crystal Charity Award of $815,136, enabling the expansion of shuttle buses that make the Corporate Work Study Program accessible to even more students across Dallas and suburbs.

The Role

Cristo Rey Dallas seeks a Major Gifts Officer (MGO) to join its Advancement team at a pivotal moment in the school's history. As Cristo Rey Dallas enters its second decade of impact, demand for access continues to grow, and philanthropic support is essential to expanding capacity, strengthening student services, and deepening community partnerships.

The MGO joins at an especially exciting time. Cristo Rey Dallas is preparing for its next phase of growth, including a planned capital campaign, and the MGO will be central to building the relationships and leadership gifts that make it possible.

The MGO will serve as a key partner to the Vice President of Advancement, the President of Cristo Rey Dallas, and board members in growing and managing a portfolio of major donors and cultivating and soliciting transformational gifts. The MGO will also lead the school's foundation and corporate grant efforts. With an annual fundraising goal of securing $1 million in commitments and pledges, this role provides the opportunity to engage directly with Dallas' most generous philanthropic leaders while building lasting relationships that sustain Cristo Rey's mission.

Beyond portfolio management, the MGO will play a visible role in the Dallas philanthropic community, representing Cristo Rey Dallas at civic and networking events, and engaging donors through the school's signature fundraising events, including Grow the Grove, Cristo Clays, and the CEO Breakfast.

This is an exceptional opportunity for a skilled fundraiser to join a collaborative, mission-driven team and directly advance a proven model that is transforming the lives of students and families across North Texas.

Anticipated Start Date:
January 11, 2027

Responsibilities: The MGO is responsible for designing, developing, and implementing the major gift program. This role involves creating, managing, and cultivating relationships with existing major gift prospects, identifying, and soliciting new prospects, and supporting the development team through various projects, initiatives, and events. Expectations of the role include: Responsibilities include, but are not limited to:

Prospect and Donor Management

- Act as the primary manager for a portfolio of up to 50 to 75 prospects, guiding them through discovery, cultivation, solicitation, and stewardship.
- Implement short, intermediate, and long-term major gift cultivation and solicitation strategies for individual prospects.
- Play a leading role in the school's upcoming capital campaign, partnering with the President, Vice President of Advancement, and board and campaign volunteers to identify, cultivate, and solicit leadership and campaign gifts.
- Identify, cultivate, solicit, and close major gifts of $5,000 and above, primarily from individuals and corporations achieving an annual individual goal of $1 million in commitments and pledges to contribute to the annual development goal.
- Work closely with the President of Cristo Rey Dallas and Vice President of Advancement to secure major gifts.
- Support the Vice President of Advancement and the President in researching and scheduling major donor meetings.
- Conduct direct, face-to-face solicitations with potential donors.
- Track and report progress using specific metrics and moves management plans. Prepare compelling proposals and solicitations for major gifts.
- Conduct meaningful donor touches weekly and complete call reports promptly. Manage and regularly check the CRM, supporting documents, and related processes to keep donor and prospect records accurate and up to date.
- Acknowledge donors through timely and appropriate private and public recognition.

Foundation and Corporate Support

- Manage the grant writing process, from identifying opportunities and tracking deadlines through submission and reporting.
- Support the contract grant writer by providing program information, data, and review of drafts.
- Prospect, cultivate, and steward foundation and corporate donors.
- Maintain a calendar of grant application and reporting deadlines.

Collaboration

- Attend community events, networking events, conferences, educational programs, and online training to enhance fundraising knowledge and professional development.
- Collaborate closely with the Vice President of Advancement to achieve overall fundraising goals.
- Support the development and communications team with special projects, such as annual fund appeals as needed.
- Work with communication to recognize donors, grants, and other benefactors online.
- Perform additional responsibilities as requested.
- Demonstrate a team-oriented attitude and a willingness to assist other departments as required.

The Ideal Candidate

Experience:

- A documented track record of a minimum of five (5) years successfully soliciting and managing current and prospective donors at the major gift level preferably $5,000 and above.
- Proven success in donor stewardship and moves management, with the ability to cultivate relationships and secure progressively larger gifts over time.
- Grant writing and grant management experience.
- Must have Capital campaign experience, including direct involvement in at least one capital campaign and a record of raising funds for it.
- Familiarity with the Dallas non-profit landscape and philanthropic community is a strong plus.
- Proven experience successfully collaborating across departments, including programming, communications, and finance, among others.

Skills and Knowledge:

- Highly developed relationship management skills grounded in excellent interpersonal and written communication skills.
- An insightful, articulate, accomplished, and persuasive individual committed to Cristo Rey Dallas' mission.
- A knowledge of how best to utilize/maximize/analyze prospect research.
- Strong attention to detail with exceptional organizational skills and the ability to manage multiple projects concurrently.
- Knowledge of and experience with Google Workspace and Donor Perfect are a plus.

Personal Characteristics:

- A natural connector who meets people easily, networks intuitively, and builds authentic relationships with the executive team, the board, teammates, donors, and volunteers.
- Proactive, taking initiative to identify opportunities and move relationships and projects forward.
- Understands and demonstrates exceptional cultivation and stewardship skills.
- An unpretentious and service-oriented individual with a consistently professional appearance who projects a compelling presence based on credibility, communication, and shared values.
- An exceptional communicator with the ability to move comfortably in a wide variety of social settings, including among people of substantial influence and wealth, and the ability to forge solid personal relationships.
- An energetic business-driven self-starter who is organized, measured, focused, and goal-oriented yet flexible in response to changing priorities and multiple demands on his or her time and energies.
- Ability to foster a culture of teamwork and trust through a collaborative mindset and impeccable integrity.

Other Considerations:

- Some interaction with students, parents, staff, and visitors.
- Work at a desk and computer screen for extended periods of time.
- Be able to occasionally lift up to 30 lbs.
- Location: Dallas, Texas; flexible hybrid schedule
- Travel: Dallas Region
- Education College Degree or equivalent
- Salary $100,000+

Application Process:

If you would like to be considered for this position at Cristo Rey Dallas, email your resume to the Cristo Rey Dallas College Prep Hiring Committee at careers@cristoreydallas.org

Cristo Rey Dallas is an equal opportunity employer.
Applicants who need an accommodation during the application or interview process may contact Mayra Diaz, Director of Communications at mdiaz@cristoreydallas.org.