



**Job Title:**  
**Business Development Associate**

**EEO-1: 00-0000 – Professionals**  
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**Work Location: 1133 Clifton Hills Avenue, Cincinnati, OH 45220**  
**Division/Department: 2100 - Admin**

**Reports to: CWSP Director**

**Full-time X**  
**Part-time**

**Exempt X**  
**Non –exempt**

**Hourly**  
**Salary X**  
**Contractor**

**10 Month**  
**12 Month X**  
**Contractor**

**DePaul Cristo Rey High School Summary:**

The mission of DePaul Cristo Rey High School is to prepare and guide students to become high school and college graduates who flourish. Our Catholic, college preparatory curriculum and innovative work study program combine to form young women and men of integrity, faith, tenacity, and purpose. By offering a rigorous curriculum, a unique work-study experience, and the support of an inclusive school community, we prepare our students to succeed in college and beyond with the values essential to a fulfilling life.

DePaul Cristo Rey High School is a member of the Cristo Rey Network, a national network of high schools that provide a quality, Catholic, college preparatory education to students from families with limited financial resources. Our ultimate goal is that our students will graduate from college and become professionals for others transforming the world for the good of their families and society.

DPCR students are employed by the affiliated DePaul Cristo Rey High School Corporate Work Study Program. The Corporate Work Study Program trains students for entry-level employment and is a critical component of every Cristo Rey students' education, as curricular components support all students' corporate and classroom experiences. Through the Corporate Work Study Program, DePaul Cristo Rey High School students provide valued service to some of the most prestigious institutions in the Greater Cincinnati area, where they also find mentors and forge professional pathways to their future success.

**Essential Duties and Responsibilities:**

The Business Development Associate is responsible for assisting the Director of the Corporate Work Study Program with the development of new partnerships within the regional business community. The Business Development Associate will also work closely with the both the Advancement and Marketing/Communication departments to identify potential new clients, craft proposals, and review contracts.

Specifically, the Business Development Associate will:

- Conduct new business solicitations at school and workplaces; generate referrals through current corporate partners, board members and other networking connections
- Increase corporate partnerships annually to meet the school's growing enrollment and financial projections; follow-up on all job leads from internal/external constituents.
- Maintain a detailed accounting of activities in Salesforce by generating reports to demonstrate progress towards the sales quota
- Guide prospective corporate partners from the point of initial contact to a signed contract and final job description for student placements

- Participate in regularly scheduled meetings with the DPCR President, CWSP Director, CWSP Staff, and Jobs Committee
- Perform other duties as assigned

**Knowledge and Skills:**

- **Organizational Awareness:** Understands mission, values, operations, structure, and goals of the Cristo Rey Network, DePaul Cristo Rey High School and the Corporate Work Study Program
- **Business Acumen (sales specific):** Applies general knowledge of business principles to decision making in multiple areas; particularly sales
- **Database Management:** Use of Salesforce to organize and analyze sales and other partner-related data
- **Relationship Management:** Maintains positive and productive working relationships with external and internal partners and customers; retains current work placements and program partners; exceptional organizational and management skills
- **Communication:** Effectively transfers information and expresses ideas to individuals or groups; persuasive communication style, with excellent interpersonal, and written and verbal communication
- **Cross-cultural Agility:** Ability to successfully work with people of different cultures and backgrounds; alignment with Catholic education and DePaul Cristo Rey High School's mission and commitment to social justice, antiracism and cultural inclusivity

**Education and/or Work Experience Requirements:**

- Bachelor's degree in Business Administration or related field required from an accredited college or university in a field related to marketing and communications; Master's degree preferred.
- Three to five years of various sales or marketing experience
- Three to five years of client generation and client retention work with progressive responsibility

**To Apply:**

Please send cover letter and resume to President Siobhan Taylor at [siobhan.taylor@dpcr.net](mailto:siobhan.taylor@dpcr.net). No phone calls please.

