



NATIVITY SCHOOL OF WORCESTER

Director of Advancement

www.nativityworchester.org

Our Mission:

Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery, responsibility, spiritual growth, and a lifelong dedication to learning.

Summary of Position:

Nativity seeks an ambitious, experienced, and passionate Director of Advancement. The Director manages all advancement activities and serves as a front-line fundraiser for Nativity School of Worcester. The Director develops and implements a comprehensive fundraising plan; identifies, cultivates, solicits, and stewards donors; serves as development liaison; supports budget, projects, goals, and strategic planning. Reporting directly to the President, the Director collaborates with school staff, faculty, board members, and volunteers to advance the Jesuit mission and fundraising needs of Nativity School of Worcester.

Primary Responsibilities:

- Secure funding for all operational, programmatic, and capital needs of Nativity Worcester based upon established fiscal year and campaign goals
- Identify, cultivate, and solicit five and six figure gifts by developing and maintaining relationships with corporations, foundations, and individuals
- Manage a portfolio of 100+ major donors and prospects, meet or exceed a goal of 120+ personal meetings per year, and record all donor activity in the school's DonorPerfect database
- Lead Nativity Worcester's fundraising priorities; developing and implementing fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors; evaluating effectiveness of development programs and securing gifts at various levels; generating reports
- Manage the President and Vice President's donor engagement activities, including preparing them for meetings with top donors and attending occasional donor meetings and community events with them (The President manages a pool of top donors and prospects)
- Oversee the communication efforts of Nativity Worcester, specifically development materials (annual reports, newsletters, etc.), school website, and social media
- Develop, write, manage, and track proposals and reports for foundation and corporate fundraising
- Organize, manage, and direct all special development events including annual spring auction and Clarke Fundraiser and Culinary Event
- Build working relationships and serves as development liaison to other organizations in order to achieve successful fundraising; nurtures culture of philanthropic support
- Participate in professional development organizations, potentially serving as a student advisor, attending and actively participating in weekly staff meetings, and board meetings; traveling locally and to assigned out of town regions; prepares contact reports

- Manage a full-time fundraising professional and assisting them with their duties, including but not limited to the planning execution of the spring auction night, fundraisers, Student Sponsorship Program, Nativity Fund, grant writing, communication efforts and publications
- Participate (as necessary) in daily morning assemblies, weekly administrative staff meetings, quarterly trustee meetings, faculty meetings, faculty/staff retreats, and August faculty/staff orientation
- Promote work related to Diversity, Equity, Inclusion, and Anti-Racism (DEIA)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Openness to embracing and promoting the Jesuit mission and identity of Nativity Worcester
- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills
- Project management skills
- Supervisory skills
- Ability to solicit major gifts
- Ability to travel strategically and obtain results
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality

MINIMUM QUALIFICATIONS

Education and experience equivalent to: Bachelor's degree and at least three years of fundraising or related experience. Proven record of closing major gifts and ability to engage and manage volunteers in fundraising activities. Knowledge of DonorPerfect or other development software is a plus.

TO APPLY

Nativity School of Worcester is an equal opportunity employer, and we welcome and encourage applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. Nativity School of Worcester is committed to a diverse and inclusive environment; we welcome a broad spectrum of candidates, and particularly invite applications from diverse backgrounds and life experiences (e.g. gender, ethnicity/race, and other individuals who are under- represented in the profession). Candidates who have worked with a diverse range of individuals and who can contribute to our mission of inclusivity are encouraged to identify their experiences and interests in their cover letter.

Submit a letter of introduction and résumé to:

Tom McKenney, President, Nativity School of Worcester, 67 Lincoln Street, Worcester, MA 01605 or at tmckenney@nativityworcester.org.

Salary commensurate with experience.

To learn more about Nativity School of Worcester visit www.nativityworcester.org