



NATIVITY SCHOOL OF WORCESTER

Advancement Associate

Nativity School of Worcester seeks an ambitious Advancement Associate with a passion for education, fundraising, and donor and alumni engagement. The Associate reports directly to the Director of Advancement and collaborates with alumni, staff, faculty, board members, and volunteers to advance the Jesuit mission and fundraising needs of Nativity School of Worcester. The Associate is responsible for day-to-day administrative and donor engagement duties, such as gift processing and stewardship, external communications, project and event management, drafting and proofreading of correspondences and grants, report generation, donor research, and database maintenance.

Primary Responsibilities:

40% Stewardship and Communications: Oversees gift processing and donor acknowledgment, including writing recognition letters. Manages the planning of and drafts content for the Summer Newsletter, Annual Report, social media posts, and other external communications. Drafts solicitation letters and oversees the coordination of appeal letters. Collaborates with the Graduate Support Team and Alumni Association to identify and implement alumni communication, volunteer, and engagement opportunities. Conducts thank you calls to donors as needed.

20% Events and Donor Engagement: Supports the planning and implementation of large and small fundraising events. Assisting in coordinating logistics for events including: developing invitations, tracking attendance, managing vendors, and working at the event. Serves as a frontline team member for questions, requests, and other in-person, phone, and email interactions relating to advancement inquiries.

20% Grant Writing: Drafts and reviews foundation and corporate grant proposals and ensures all requirements are fulfilled. Participates in grant compliance activities and assures timely completion of reports. Monitors grant report deadlines and assures successful report completion.

10% Reporting and Donor Research: Updates donor records and runs reports, such as generating mailing lists. Oversees and implements donor research to identify major donor prospects.

15% Supports the Director of Advancement, President, Vice President, and other colleagues with special projects and the identification of new advancement opportunities.

Performs other duties as assigned. Participate in school-wide events, professional development days and orientations. Attend daily morning assemblies (8:00 am) and faculty/staff retreats (two times per year). Work two to four evening shifts per week within a 40-hour per week work schedule (excluding events).

Basic Qualifications

- Two or more years of fundraising or administrative experience.
- Exceptional customer service skills, strong writing skills, and attention to detail.
- Solid computer skills in Microsoft Office.
- Must occasionally work events and evening hours.

Additional Qualifications and Skills

- Bachelor's degree or equivalent. Must be highly organized, detail-oriented, and have strong interpersonal and communication skills. Must be professional, proactive, collaborative, results-oriented, and be able to adapt to changing priorities.
- Must have the ability to establish and promote good working relationships with colleagues, board members, alumni and donors. Must have an even disposition with a poised confidence and have the ability to deal effectively and politely with people from different backgrounds, experience levels and in all types of situations. It is essential that the individual be courteous and flexible under stress. Must be able to work independently and take initiative.
- Must have demonstrated abilities to evaluate problems accurately and display good, sound, and confidential judgment. Must maintain a professional, caring, and conscientious demeanor at all times.
- Must have cultural sensitivity and awareness of diversity, equity, and inclusion issues regarding the internal and external Nativity Worcester community.

TO APPLY

Submit a cover letter and résumé to careers@nativityworchester.org

Hiring Salary Range: \$50,000-\$60,000

Note: Starting salaries typically fall in the lower end of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

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.

Equal Opportunity Employer Statement

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.

www.nativityworchester.org