

Nativity School of Worcester
Grants and Communications Officer
Worcester, MA

Nativity School of Worcester seeks an ambitious Grants and Communications Officer with a passion for education, fundraising, and donor engagement. The Officer reports directly to the Senior Vice President of Advancement and Graduate Support and collaborates with staff, faculty, board members, and volunteers to advance the Jesuit mission and fundraising needs of Nativity School of Worcester. The Officer is responsible for writing grant applications and reports, external communications, drafting and proofreading of marketing materials, donor report generation and database maintenance, project and event management, and gift processing and stewardship.

Our Mission:

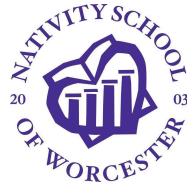
Founded in 2003, Nativity School of Worcester is an accredited, independent, Jesuit middle school that provides a quality, all-scholarship education to underserved boys of all faiths. Drawing upon four pillars - strength, scholarship, character, and service - a Nativity education inspires self-discovery,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

After 21 successful years of the boys program, Nativity will be opening the Julie Power Girls Division in July 2024. Nativity will be the first tuition-free school available to girls in Central MA.

Primary Responsibilities:

40% Grant Writing: Drafts and reviews foundation and corporate grant proposals and ensures all requirements are fulfilled (for 30+ foundations annually). Participates in grant compliance activities and assures timely completion of reports. Monitors grant report deadlines and assures successful report completion.

30% Stewardship and Communications: Oversees weekly gift processing and donor gift recognition, including writing acknowledgement 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. Conducts thank you calls to donors as needed. Drafts quarterly all staff advancement updates to engage staff in fundraising and campaign work.



15% 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 making donations and advancement inquiries.

10% Reporting, Donor Research, and Special Projects: Updates donor records and runs reports, such as generating mailing lists. Oversees and implements donor research to identify major donor and foundation prospects. Supports the Senior Vice President of Advancement, President, Leadership Gifts Officer, and other colleagues with special projects and the identification of new advancement opportunities.

5% Financial Reconciliation: Collaborates with Operations Associate to conduct quarterly financial reconciliation. Supports the Operations Associate and Accountant with the annual audit.

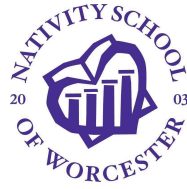
Performs other duties as assigned and assists with school coverage such as recess and lunch duty as needed. Participate in school-wide events, professional development days and orientations. Attend daily morning assemblies (8:00 am) and faculty/staff retreats (two times per year). Works one evening shift per week within a 40-hour per week work schedule (excluding events and special projects - this is an exempt salaried position).

Basic Qualifications

- Two or more years of fundraising or administrative experience. Previous grant writing experience preferred.
- 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.
- Openness to embracing and promoting the Jesuit mission and identity of Nativity School of Worcester.

TO APPLY

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

Hiring Salary Range: \$55,000-\$70,000

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.

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.nativityworcester.org