



**Nativity Preparatory Academy of Rochester
Director – Advancement & Communications**

Would you like to be a part of an educational model that molds excited young minds, fosters innovation, and directly impacts the growth and prosperity of students and the community we proudly call home?

You can at the Nativity Preparatory School of Rochester!

Nativity is an independent, faith-based middle school (grades 5-8) founded in 2009, located in Rochester's South Wedge. The school is characterized by an academically rigorous curriculum, small class sizes, and an extended day, year-round educational program. The school empowers middle school students to reach their full potential as scholars, leaders, and role models in their families and communities. Students join us in 5th grade often significantly academically below grade and work hard to achieve acceptance to a college-prep high school. We use a 4x4x4 approach to support using four years of on-site attendance, four years of guidance and oversight during high school and ongoing support for higher education and other career options.

The school is entirely funded through the generosity of individuals, and grants from foundations, corporations and religious/ministry groups. The school is seeking a Director – Advancement & Communications to manage its fundraising, marketing, and communication/public relations efforts. This position reports directly to the President and is responsible, in partnership with the President, for strategically cultivating relationships with key constituent groups, soliciting funds that support the school's mission and with assuring the maintenance of the school's marketing and PR efforts.

The ideal candidate is passionate about educational equity and imbuing a culture of philanthropy at Nativity Preparatory Academy. The candidate will demonstrate the ability to strategize, plan and execute fundraising efforts and identify and build relationships with donors, funders, and community representatives as well as colleagues and Board of Trustee members. The candidate will also have a well-organized approach to work progress on longer-term and strategic goals and responsibilities and assuring accurate reporting, while managing a changing set of day-to-day issues. This position reports to the President, is a member of the leadership team, and administrative support is available to assist with system input, donor acknowledgements, communications and other duties.

KEY RESPONSIBILITIES:

Fundraising Goals

- Works closely with the President and Advancement Committee of the Board of Trustees to develop and execute the school's comprehensive fundraising plan.

- Measures and meets established fundraising goals, understanding the critical role that donor participation plays in ensuring the success of the school's mission.
- Develops an overarching strategy that includes appropriate donor cultivation, personal contact, effective solicitation, and ongoing relationships.
- Creates and leads the successful execution of an annual plan for fundraising that covers the facilitation and implementation of key strategies and initiatives in support of Nativity's sustainability and strategic priorities. This includes grant writing, event fundraising, corporate and foundation giving, annual giving, endowment, capital projects, alumni and constituent relations efforts, stewardship, and advancement services.
- Develops and leads annual marketing campaigns to engage prospective students, families, graduates, supporters, volunteers, and partners; create a strategy to convert followers to supporters.
- Manages Nativity's social media profile to support the school visibility and community awareness.

Donor Relations

- Responsible for the cultivation, solicitation, and stewardship of various donor relationships, assigning relationship responsibilities as needed.
- Ensures the highest quality of donor stewardship and philanthropic experience for all donor visits, including student ambassadors.

Events

- Proposes and develops a strategy for fundraising events designed to raise funds and broaden donor constituencies.
- Plans and leads the execution of fundraising events.

Leadership Team

- Serve as a member of Nativity's leadership team leading the organization in fulfillment of the strategic plan, annual operations, and ensuring the highest level of fiscal stewardship.
- Manage the staff functions of the Advancement and Marketing Committees of the Board of Trustees including regular reporting and meeting support.

REQUIREMENTS

Education and Experience

- Bachelor's Degree or commensurate experience required.
- Non-profit fundraising and management experience desirable.
- Demonstrated project and budget management skills to successfully execute large and small events.

Technical Competencies

- Proficiency in Microsoft Word, Excel, G-Suite, and social media platforms including Instagram, Facebook and LinkedIn.
- Experience with Bloomerang (or comparable fundraising or related database).

Skills and Abilities

- Strong interpersonal, written and verbal communication skills with diverse constituencies, including: Board of Trustees and Board Committees, members, individual donors, foundations, corporate and community partners, colleagues, volunteers, vendors, teaching staff, and students.

- Strong attention to detail; organized and systematic donor follow-through and stewardship and capable of balancing competing priorities in a small team within a fast-paced environment.
- Ability to foster an environment of teamwork and thrive in times of change and growth.
- Ability to work independently, prioritize workflow and plan effectively.
- Passionate commitment to social justice and educational equity.
- Familiarity and sensitivity with working with underserved and historically marginalized communities.
- Enthusiastic and collaborative, with an interest in building community and relationships with colleagues.
- Ability to prioritize effectively, adapt quickly, and be accountable to themselves and others.
- Some evening and weekend responsibilities.
- Skilled problem-solver and critical, strategic thinker who will meet challenges with creative and effective solutions.
- A mature understanding of the critical role that Advancement plays in fulfilling the school's mission, and a relentless commitment to achieving Advancement goals.
- Resourceful, committed, self-directed, and goal-oriented with an entrepreneurial spirit, a strong work ethic, and keen attention to detail.
- Focused and disciplined administrator able to formulate an effective timeline, to establish and prioritize next steps, and to execute an effective strategy for success.

COMPENSATION

Nativity offers a full, competitive employee benefits program including:

- Medical coverage with an employer contribution
- Dental coverage
- IRA plan with employer match
- Paid time-off and holidays

Salary is commensurate with experience generally within the range of \$55,000 - \$65,000.

APPLICATION PROCESS

Interested candidates may apply by submitting the following materials:

- a letter of introduction presenting interest in and qualifications for the position
- a current résumé

Submit application materials electronically to pdolan@nativityrochester.org.

Applications are accepted immediately.