



About Nativity Preparatory School of Boston

Founded in 1990, Nativity Preparatory School (Nativity Prep) is an accredited, tuition-free Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Staffed by master faculty and dedicated volunteers who work closely with families, the school prepares students for success in high school, college, and beyond. Nativity Prep's academically challenging and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others. For more information, please visit www.nativityboston.org.

Advancement Associate

Reporting directly to the Director of Advancement, the Advancement Associate is responsible for helping to advance the Jesuit mission of Nativity Prep by supporting the school's fundraising, cultivation and stewardship efforts. The Advancement Associate will have primary responsibility for all functions related to donor data management, and will provide ongoing support of the school's special events and stewardship programs.

Essential Duties and Responsibilities

- Take the lead in the efficient management of donor data, including but not limited to maintaining the donor database, Raiser's Edge; ensuring that all data entry and gift acknowledgements are produced in a timely and accurate manner; accurately entering, updating and maintaining constituent biographical information; maintaining all donor files (electronic and hard copy) needed for annual audit, donor tracking, stewardship and institutional archives; conducting regular audits of data to ensure accuracy and efficiency; producing and disseminating standard and custom reports; building queries and exports for mailing lists such as newsletters, direct mail appeals and event invitations; creating and maintaining mail merges for acknowledgment of gifts, pledge reminders; implementing data enhancements.
- Execute logistics for donor events and gatherings, including but not limited to Nativity Spirit Dinner, Nativity Golf Classic and Sponsor Lunch. Tasks include generating detailed timelines; staff and volunteer briefings; vendor and volunteer management; assisting in communications plan to promote and market special events; monitoring the events calendar to ensure adherence to target dates and integration into the full Advancement calendar of activities.
- Manage stewardship efforts for all donors, which will include generating personalized gift acknowledgements and donor correspondence; incorporating a gift-in-kind acknowledgement program; generating regular pledge reminders; insuring that donors are placed in the correct

giving clubs and societies; managing the fulfillment of benefits associated with each giving club; implementing a program to track and acknowledge donor milestones like birthdays and anniversaries, first time donors.

- Work with Advancement staff to develop gift acceptance policies and procedures manual.
- Work with the business office to process contributions and conduct regular reconciliation to ensure that gifts are entered properly and in accordance with donor intentions and IRS regulations.
- Coordinate with the faculty member assigned to the Evening Study program to recruit, schedule and acknowledge volunteer dinner cooks.
- Provide administrative support for the Advancement department
- Other duties as assigned.

Skills and Qualifications

- Openness to embracing and promoting the faith-based Jesuit mission of Nativity Prep
- Desire to work in an urban, faith based school environment
- Passion for social justice and a commitment to the marginalized
- Proficiency with Raiser's Edge, MS Word, MS Excel is essential
- Bachelor's degree and at least 2 years of advancement or related experience
- Superior organizational skills and experience managing multiple deadlines and complex assignments
- Able to multi-task activities and be flexible with shifting priorities
- Able to work both individually and as part of a team
- Good interpersonal skills
- Strong written, oral communication and listening skills
- Attention to detail and accuracy
- Takes initiative and responsibility for professional growth
- Excellent oral, written, telephone, and email communication skills
- Ability to interact with and present information to a variety of constituencies, including Board members, donors, staff, alumni, and students

To Apply

Interested candidates should e-mail a cover letter and resume to Joanne Coluccio, Director of Advancement, at jcoluccio@nativityboston.org.