



## **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](http://www.nativityboston.org).

## **Assistant Director of Advancement for Annual Giving**

The Assistant Director of Advancement for Annual Giving is responsible for helping to advance the Jesuit mission of Nativity Prep by achieving Annual Fund revenue and non-revenue goals through the creation and execution of a coordinated, comprehensive Annual Fund and Communications campaign that is an enabling component of successful major and planned giving programs. The position involves working closely and collaboratively with Nativity Prep's Director of Advancement, President, and Advancement Associate for Events and Stewardship, and entails significant interaction with donors, trustees, alumni, volunteers, faculty and staff, students, parents, and outside vendors.

## **Essential Duties and Responsibilities**

- Create and execute a printed direct mail and communications plan that will retain and increase support from current donors, as well as secure new donors so as to build a strong base of support for the future. Tasks include, but are not limited to, creating personalized leadership-level Annual Fund solicitation packages; creating compelling content for broad and mid-level donor solicitations; producing the school's Annual Report and incorporating printed newsletters into the communications and solicitation calendar; conducting interviews with various constituents; drafting and editing copy; coordinating photography needs; and reviewing and proofing materials for effectiveness, consistency and adherence to Nativity Prep standards.
- Create and execute an electronic communications plan to enhance, compliment and support Annual Fund and other Advancement efforts, including but not limited to, electronic newsletters and solicitations, website and social media content, working with the Advancement team to create a new Nativity Prep website, and oversight of and coordination with other departments on website content and social media posts.
- Implement special campaigns to enhance the Annual Fund program, including a recurring donation program, matching gifts program, e-solicitation, online giving, and tribute gifts.
- Work with the Advancement Associate to create and execute a donor stewardship program that engages donors at all levels and provides an appropriate level of customized engagement, including incorporating the Sponsorship Program into Annual Fund solicitation and stewardship efforts.

- Support the work of the Advancement Committee and participate in meetings of the Committee as appropriate.
- Work with Advancement Associate to utilize Raiser's Edge to ensure that all information required to strategically implement and assess Advancement programs is reflected consistently and accurately in the database
- Conduct analysis of Annual Fund programs and prepare reports for leadership.
- Develop and closely monitor the Annual Fund calendar to ensure adherence to target dates and to integrate it into the larger Advancement calendar.
- Develop and closely monitor the Annual Fund budget to ensure goals are met and expenses are within budget.
- Work with the Director of Advancement on producing a comprehensive Gift Acceptance Policy and Advancement Procedures Manual.
- 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
- Bachelor's degree and at least 6 years of advancement or related experience
- Blackbaud Raiser's Edge knowledge strongly preferred
- Superior organizational skills managing multiple deadlines, complex assignments and shifting priorities
- Able to work both individually and as part of a team
- Good interpersonal skills
- Excellent oral, written, telephone, and email communication skills
- Resourceful, enterprising, and creative
- Project management skills and strong initiative
- Attention to detail and accuracy
- Knowledge of the principles and practices associated with fundraising in the areas of direct mail, telephone solicitations, social media, online fundraising and donor relations
- Ability to interact with and present information to a variety of constituencies, including Board members, donors, staff, alumni and students
- The ability to develop and execute long-range plans
- Proficiency in MS Office programs

### **To Apply**

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