

###### Sacred Heart Nativity Schools

###### DIRECTOR OF ADVANCEMENT

**ABOUT US**

Sacred Heart Nativity Schools provide a transformative middle school education to low-income youth in San Jose. Nativity is a Jesuit, faith-based middle school located in the Washington/Guadalupe neighborhood and provides a holistic education that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Nativity consists of two middle schools: Sacred Heart Nativity School for Boys (established in 2001) and Our Lady of Grace Nativity School for Girls (established 2006). Our mission and the entire program are for the purpose of ***breaking the cycle of poverty through education***.

**ESSENTIAL JOB FUNCTIONS**

The Director of Advancement leads Nativity’s fundraising, marketing, and communications efforts. Responsible for planning, implementing, and overseeing fundraising programs, including special events, corporate and foundation relations, annual giving, major donor gifts, donor stewardship, and grant writing. The Director of Advancement will also be responsible for managing a strong advancement team and committees that can work effectively and collaboratively to support program and initiative objectives and achieve the organization’s short and long-term objectives. Duties include but are not limited to:

**Fundraising**

Build a strong major gifts program through identification, research, cultivation, and solicitation of major gift prospects for unrestricted operating revenue and restricted projects.

Ensure fundraising goals and objectives are met through the implementation of a well-designed strategic fundraising plan for programs and initiatives.

Represent the school at public, corporate, and foundation events and conferences.

Serve as a key member of the leadership team and staff liaison to the Board Advancement Committee.

Oversee the grant writing function, manage external grant writers, and suggest and support strategies for building relationships with key program and corporate funding sources.

Develop strategies to cultivate, solicit, and steward current and prospective donors, and oversee their execution.

Develop and implement a multi-year fundraising plan.

Oversee fundraising events such as Fiesta, Golf Tournament, Fr. Mateo Sheedy Memorial Celebration, etc.

Ensure the department maintains appropriate donor stewardship by overseeing donor databases and gift recognition programs.

Complete other duties and/or projects as assigned.

**Marketing and Communications**

Develop and implement a communications plan to connect with current donors and to increase awareness of Nativity’s mission with the community at large.

Draft regular print materials and press releases.

Oversee the school’s website and social media presence.

Complete other duties and/or projects as assigned.

**EDUCATION, QUALIFICATIONS, AND LICENSES/CERTIFICATIONS**

Bachelor’s degree.

Prior experience in fundraising roles including grant writing and the gift acknowledgment process.

Strong working knowledge of donor database management software such as eTapestry.

Demonstrated written, oral, electronic, and presentation abilities.

Demonstrated interpersonal communication skills, including the ability to communicate effectively both verbally and in writing.

Demonstrated organizational, project management, and self-initiative skills including the ability to prioritize, focus, manage multiple tasks, and anticipate and meet deadlines.

Demonstrated ability to work both independently and as part of a team.

Web-based communication experience is a plus. Publications experience is a plus.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Strong word processing, spreadsheet, and database skills.

Excellent care and attention to detail. Absolute commitment to accuracy, timeliness, and confidentiality.

Model a high degree of integrity, a passion for Nativity’s mission, and a commitment to Jesuit education.

Demonstrated initiative, resourcefulness, and problem-solving capabilities.

Comfortable with Nativity’s faith-based mission to break the cycle of poverty through education.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Ability to lift 25 lbs. without help.

Ability to look at a computer monitor and sit for long periods.

Physically able to assist, when necessary, with event setup and breakdown, including lifting to 25 lbs.

**SCHOOL REQUIREMENTS**

TB testing

Fingerprinting - Must not have felony convictions or other serious violations.

Clean DMV driving record.

**GENERAL INFORMATION**

Reports to the President.

Full-time, exempt, 12-month position. Work hours may vary (including evenings and weekends)

Eligible for benefits

Salary: $85,000 - $125,000 (DOE)

**APPLICATION PROCESS**

Interested applicants must submit a cover letter, resume, and professional references to hr@shnativity.org.

**NON-DISCRIMINATION POLICY**

*Sacred Heart Nativity School is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender (including gender identity and gender expression), genetic information and characteristics, medical condition, national origin, citizenship, immigration status, marital status, sexual orientation, registered domestic partner status, veteran status, or disability.*