



St. Andrew Nativity School Director of Advancement

ABOUT US

St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced backgrounds in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Catholic, Jesuit middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program is to create opportunity through education. The school is staffed by professional educators and committed volunteers. Nativity forms young “people for and with others” who are dedicated to bringing all their talents to fullness and using them to serve their families and community.

Approximately 80 students are enrolled at St. Andrew Nativity, and of those students, 48% identify as Latinx, 34% identify as African American, 18% identify as African Immigrant, and 2% identify as Asian. 64% of the student body lives in households in which English is not the first language; examples of native languages include Spanish, Amharic, and others. A hallmark of the Nativity school model includes our Graduate Support Program, which works closely with students and families through a comprehensive high school placement process and offers support, care, and guidance through secondary and post-secondary opportunities.

St. Andrew Nativity School seeks talented people from diverse backgrounds and experiences to join our school community. Individuals with advanced knowledge and experience working with our student population, individuals of color, and those who speak Spanish are especially encouraged to apply.

Visit our website at www.nativityportland.org for more information about our school.

POSITION SUMMARY

St. Andrew Nativity School seeks a dynamic Director of Advancement to further our mission of providing a transformative middle school for students from under-resourced backgrounds. The ideal candidate will have a passion for education and a proven track record of raising funds from private donations, foundations, and grants. They work closely with the President and Board of Trustees to ensure the success of St. Andrew Nativity’s annual advancement efforts, which raise approximately \$2.5 million annually from individuals, events, foundations, grants, and institutions. The Director of Advancement reports to the President and is a member of the school administrative leadership team.

MAJOR DUTIES & RESPONSIBILITIES

Professional Responsibilities: Fundraising

- Support and help implement strategies to cultivate, solicit, and steward current and prospective donors.
- Collaborate with the President to create and build a robust major gifts program by identifying, cultivating, and soliciting major gift prospects for unrestricted operating revenue and restricted projects.
- Oversee grant writing strategy, including timely and accurate reporting.
- Maintain an accurate fundraising database, including data entry, documentation of donor contacts, preparation of mailing lists, fundraising reports, gift processing, and gift acknowledgment.
- In collaboration with the President and Board of Trustee committee members, develop and implement a comprehensive and strategic 3-5-year fundraising plan.
- Perform other duties as assigned by the President to meet the goals of the school’s strategic and fundraising plans.

Professional Responsibilities: Communications, Marketing

- Develop and implement a communications plan to connect with current donors and increase awareness of the school through print materials, regular e-newsletters, press releases, and annual reports.
- Oversee the school's website and social media presence.
- Create culturally responsive and asset-based messaging about the students and community Nativity serves.
- As needed, represent the school at public, corporate, and foundation events and conferences, some of which may occur on evenings and weekends.

Professional Responsibilities: Administration

- Serve as a member of the school administrative leadership team. Supports the implementation of the school's strategic plan and completes additional duties within the scope of the strategic plan as needed.
- Supervise the school's development team, including the Events Manager, Development Assistant, and Grants and Database Specialist, to meet regularly and work closely to establish department goals.

EDUCATION, ORGANIZATION EXPECTATIONS, KNOWLEDGE, and ABILITIES

- Bachelor's degree required.
- Model a high degree of integrity, passion, and commitment to the school's mission and Jesuit education.
- Prior experience in fundraising roles, including grant writing, the gift acknowledgment process, database management, and event execution.
- Demonstrated written, verbal, electronic, and presentation abilities; ability to write clear, structured, articulate, and persuasive proposals. Strong word processing, spreadsheet, and database skills
- Demonstrated interpersonal communication skills, including the ability to communicate effectively with management, donors, volunteers, students, faculty, and staff.
- Demonstrated organizational, project management, and self-initiative skills, including prioritizing, focusing, managing multiple tasks, and anticipating and meeting deadlines.
- Demonstrate initiative, resourcefulness, and problem-solving capabilities. Be a willing learner who can work both independently and as part of a team.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Moderate degree of physical stamina, with occasional lifting of up to 10 pounds.
- Ability to look at a computer monitor for long periods of time.
- Ability to sit for long periods of time.
- Physically able to assist, when necessary, with event setup and breakdown.
- Ability to work in an environment dealing with various challenges, deadlines, and interpersonal relationships.

GENERAL INFORMATION

- Reports to the President of the school.
- 12-month contract with generous vacation.
- Work hours may vary (including evenings and weekends)
- Comprehensive benefits package including a 403(b).
- Salary DOE.

Criminal Background Check:

Per school policy, all offers of employment are contingent upon the successful completion of a criminal background check.

TO APPLY

Please send a cover letter and resume to amestas@nativityportland.org or mail to:

Anna Marie Mestas, Business Manager
St. Andrew Nativity School
4925 NE 9th Avenue
Portland, OR 97211