



SEATTLE NATIVITY SCHOOL

Nourishing Souls & Igniting Leaders for Love and Service

Our Mission

Seattle Nativity School is a Catholic, Jesuit-endorsed, Science, Technology, Engineering, and Mathematics (STEM) middle school seeking to break the cycle of poverty through an education that nourishes souls and ignites leaders for love and service.

About Seattle Nativity School: Seattle Nativity School opened its doors in September 2013 and is a **tuition-free**, middle school with a graduate support program through high school and college, fundraising all operating costs from individuals, foundations and corporations. Admission requirements include student qualification for the free and reduced National School Lunch Program. Our mission is aligned with Catholic identity standards and the Jesuit charism of social justice, pursuing collaboration and companionship with our families and community partners. Enrollment is not limited to Catholics or Christians, since our commitment is to helping underserved students close the widening achievement gap in Central and South Seattle. The Nativity Model is built around the proven Mission Effectiveness Standards: faith-based, holistic, results-driven, educational and administrative best practices, extended day and year, family partnerships and graduate support.

Development Associate Position Summary:

Reporting to the Director of Development, the Development Associate serves as the support team member and an active participant in the Development and Marketing Plans of Seattle Nativity School. As a support role team member, this position is responsible for collaboration with the leadership team (President, Director of Operations, Principal, and Graduate Support Director) on all fundraising and development activities. The successful candidate will help to increase visibility, impact, and financial resources for Seattle Nativity School.

Development Associate Responsibilities

The Development Associate's primary responsibilities are to support the management of Nativity's CRM database with current data, gifts and thank you letters, email marketing data, event coordination, and volunteer management.

The candidate will support areas that expand and diversify Nativity's donor base/pipeline and work closely with the Director of Development and the Development Committee, and other team members. The Development Assistant will help to effectively strengthen the organization's overall fundraising capacity.

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Responsibilities

- Support and partner with the Director of Development on all fundraising initiatives
- Have primary responsibility for CRM database on gift acceptance and processing, thank you letters and contact information
- Monitor and update the contact data for electronic media database
- Collaborate with Director of Development for Major Donor communication and engagement
- Work collaboratively on event management with Director of Development and Development Committee, including but not limited to mailings, procurement, attendance and volunteer coordination
- Support preparation for Board of Director and Development Committee meetings
- Research data for grant applications as needed

Qualifications

- Professional experience in a non-profit organization; demonstrated success in a development function
- Proven success with event management and coordination of volunteer support
- Experience with CRM, electronic media and the Microsoft Office Suite
- Excellent communication skills, both written and oral
- Strong organizational skills with exceptional attention to detail
- Flexible and adaptable style
- Ability to work both independently without close oversight, but also a team-player who will productively and engage with others
- Bachelor's degree preferred
- High energy and passion for the mission of Seattle Nativity School
- Customer focus

Education and Experience: Bachelor's degree required. 5 years of experience working in development for an academic institution is valuable.

Salary and benefits: Offer is competitive with leading independent schools and will be thoughtfully and considerately negotiated.

APPLICATION PROCESS

Applicants should send a letter of interest and resume to: jshafer@seattlenativity.org

PLEASE NOTE: *If you wish your candidacy to be confidential, please identify at least 1 person who may be contacted as a reference prior to the selection of semi-finalist and include the confidentiality request in your cover letter.*