



# 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.

## **Associate Director of Development Position Summary:**

Reporting to the Director of Development and President, the Associate Director of Development serves as a critical team member and an active participant in the Development and Marketing Plans of Seattle Nativity School. As a team member, this position is responsible for collaboration with the leadership team (President, Director of Operations, Principal, and Graduate Support Director) on all stewardship, fundraising, benefactor relations, and events. The successful candidate will increase visibility, impact, financial resources, and long-term sustainability for Seattle Nativity School.

## **Associate Director of Development Responsibilities**

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

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## Responsibilities

- Support and partner with the President and Director of Development on all fundraising initiatives, outreach, and benefactor engagement, including Major Donors and Igniting Hope Campaign activities.
- Collaborate with Director of Development on Major Donor communication and engagement
- Collaborate on establishing and executing individualized prospect and donor stewardship plans
- Collaborate on event management with Director of Development and Development Committee, including but not limited to event sponsorships, invitation lists, mailings, procurement, program materials, audience development, volunteer coordination, donor awards and recognition.
- Support preparation for Board of Director and Development Committee meetings
- Research data for grant applications as needed
- Establish and manage institutional data and information tracking processes regarding acknowledgement, recognition, on-going communications, and continued cultivation of past and current donors to enhance their relationship with the school and increase the likelihood of continued contributions
- Assess and improve current policies and procedures essential to a comprehensive donor relations program
- Recruit, train, and manage volunteers
- Work collaboratively with the Director of Development to manage the corporate partners program

## 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, and as a team-player who will productively engage with others
- Bachelor's degree required
- High energy and passion for the mission of Seattle Nativity School
- Benefactor focus

**Salary and benefits:** Salary is \$70-80,000, depending on experience. Benefits are competitive with leading independent schools.

## APPLICATION PROCESS

Applicants should send a letter of interest and resume to: [jshafer@seattlenativity.org](mailto: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.*