Nativity Prep Academy of San Diego, Inc.
Job Description

Director of Advancement

School Background

Nativity Prep is a faith-based 501(C)3 nonprofit organization providing comprehensive college-access programs and services to more than 250 first-generation students from historically under-resourced communities in San Diego.

Nativity Prep operates an independent, accredited, tuition-free middle school in the Ignatian, Catholic tradition for students in grades six through eight, a high school placement and comprehensive college access support program for Nativity Prep high school students, and college counseling and support services for Nativity Prep students in college.

Nativity Prep has been a member of the NativityMiguel Coalition of Schools since its founding in 2001.

Mission & Purpose

The purpose of Nativity Prep is to break the cycle of generational poverty by developing our students and their families ability to live a life of choice, opportunity, and service. Our students will be productive, faith-filled, and fulfilled members of society who understand the importance of giving back.

The mission of Nativity Prep is to provide a uniquely effective, integrated program of academic preparation, graduate support, and long-term mutual commitment that achieves nationally-recognized excellence in college graduation rates for our students.

For more information on Nativity Prep Academy, visit www.nativityprep.org. Click here to access a short video and learn more about our program from our students, families, and staff.

Position Summary

Job Title: Director of Advancement
Job Type: Full-time
Reports To: President

Overview

Nativity Prep is a close-knit community that acts as a bridge, connecting diverse individuals who might not otherwise meet. We work to break the cycle of generational poverty, using education as our tool.

Nativity Prep seeks an experienced and dynamic Director of Advancement to further our mission of empowering historically underserved students from San Diego to be the first in their families to graduate from college. The successful candidate will have a passion for education and a proven track record of raising funds from private donations and grants. The Director of Advancement will be a member of the Executive Leadership Team. They will work closely with the President and the Board of Trustees to ensure the success of Nativity Prep’s annual advancement efforts, which raise approximately $2.7 million annually from individuals, events, and institutions to support the annual budget.

In addition to being an active member of our community, this candidate will lead, manage and cultivate opportunities for the growth of a team of advancements professionals, including a Director of Donor Relations (90% FTE), Events & Community Outreach Manager (80% FTE), Data Manager (75% FTE), Grants Manager (25% FTE). They will be responsible for the execution and evaluation of all fundraising strategies and will own a portfolio to solicit major and principal gifts. The ideal candidate is a relational leader committed to Nativity Prep’s mission of accompanying students as they discover lives of opportunity, choice, and service.
Professional Responsibilities

1. Develop and implement a comprehensive and strategic fundraising plan per Nativity Prep’s strategic vision and goals.

2. Cultivate, manage, and nurture relationships with current and prospective donors, fostering a culture of philanthropy within the organization.

3. Maintain a portfolio of major gift donors, ensuring they are regularly updated and engaged with Nativity Prep’s work.

4. Collaborate with the President and the Board of Trustees to secure financial support, improve operational planning, and develop the organization’s strategy for philanthropic support.

5. Oversee fundraising events and campaigns, and work closely with the marketing and communication department to promote the organization's cause and raise the institution's profile in San Diego and Southern California.

6. Develop and maintain systems for revenue tracking and reporting on fundraising metrics, and provide regular fundraising updates to the President, Board, and staff.

7. Lead donor stewardship, expressing gratitude and offering meaningful opportunities for engagement regularly.

8. Oversees all communications related to advancement efforts, including but not limited to annual reports, appeal cycle, Christmas cards, “Where Are They Now?” student features, social media, and other marketing materials related to advancement.

9. Chairs Advancement Committee of the Board of Trustees and participates in the Finance Committee.

10. Serve as a member of the executive leadership team. Support the implementation of the school's strategic plan and complete additional duties within the scope of the strategic plan as needed.

Qualifications

1. Bachelor’s degree required; advanced degree preferred.

2. Minimum of five years of professional fundraising experience, preferably within education or nonprofit sectors.

3. Demonstrated success in securing major gifts and grants.

4. Excellent written and verbal communication skills; ability to write clear, structured, articulate, and persuasive proposals.

5. Strong project management skills with excellent attention to detail.

6. Ability to work independently and collaboratively in a team environment.

7. Proficient in the use of fundraising software and databases.

8. Local to San Diego, CA. While this is not a remote position, occasional remote work will be available per approval from the President.

To Apply

Please submit your cover letter, resume, and list of references to Jessica Hooper, President, at jhooper@nativityprep.org. Applications are due July 15, 2023, with a recognized proposed start date of August 15, 2023, or earlier.

Nativity Prep is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Official transcripts, References, Background Checks, and TB clearance are required upon hiring.

Nativity Prep offers a competitive salary and comprehensive benefits package. The salary range for this position is $88,000 - $120,00, commensurate with experience. We appreciate your interest in our mission and look forward to hearing from you!

NATIVITYPREP.ORG