Job Title: Director of Advancement  

Status: Full-Time Exempt Staff

Reports To: President

About Nativity Academy of Houston
Nativity Academy of Houston, a non-tuition based private Christian elementary school, empowers lower income students to reach their full potential through a challenging curriculum, spiritual development and familial support within an extended day and extended year.

Summary
The Director of Advancement is the administrative staff person responsible for the successful, strategic planning, implementation and supervision of all fundraising, cultivation and stewardship activities associated with Nativity Academy of Houston. The Director of Advancement reports to the President and works closely with the Principal, Board members, advisory committee chairs and community volunteers. Key responsibilities include the strategic management of all fundraising operations, cultivation of donors (both through solicitation of individuals and grants/foundations), oversight of annual fundraising events and activities, volunteer engagement and social media.

Responsibilities
• Develop, oversee, and implement an annual advancement plan which addresses the four key areas of priority for Nativity Academy: annual fund/fundraising events (luncheon, gala, auction) grant writing, volunteer engagement and stewardship.
• In close collaboration with the President and the school leadership, participate in the annual budgeting process to set and determine fundraising goals and metrics for the Advancement office.
• Develop and manage foundation calendar and submissions for both current foundation partners and researching new prospects.
• Engage Board and other volunteers in Advancement activities and provide training and support, as necessary.
• Set and meet fundraising goals for the various activities for which the department is responsible.
• Identify pipeline of volunteers for leadership positions related to fundraising efforts (event chairs, etc.).
• Manage a small team of Advancement staff and provide direction and input on implementation of the goals.
• Actively identify, cultivate, and solicit major donors.
• Steward and maintain relationships with individual donors, foundation staff, and corporate contribution officers.
• Provide leadership and oversight for all fundraising events.
• Prepare Advancement reports for Board meetings; attend meetings, as requested, by Board Chair.
Job Description

Qualifications
- Bachelor of Arts degree in related field or college degree.
- Three to five years of experience in Advancement, Development or Fundraising; non-profit or educational experience preferred.
- Maintain utmost confidentiality respecting the privacy of parents, peers, donors, students and the Nativity Academy, adhere to a professional code of conduct.
- Ability to maintain and expand current funding, including cultivation of new funders, including major gift donors.
- Excellent written and verbal communication skills, proposal development and grant writing experience and research.
- Excellent computer skills, including Microsoft Office suite of products.
- Excellent interpersonal skills, an ability to work well and collaborate with staff and Board members and community volunteers.
- Strong organizational skills to plan, implement and administer a successful fundraising program and specific initiatives.
- Ability to represent Nativity Academy in the community, establish and maintain strong relationships with the funding community, board members and volunteers.
- Candidate must be willing to be flexible in work schedule and work occasional weekends and evenings for special event activities.
- Technologically competent to manage website and social media platforms, including online donations.
- Commitment to accountability, outcomes, and results.

Benefits
- Full-time employees of Nativity Academy receive medical, dental and vision benefits at no cost.
- Parking is provided at no cost.
- Attractive compensation, vacation, benefits package commensurate with experience.

Qualified applicants should provide documents via email to Catherine Garcia-Prats, President, at recruiting@nativityhouston.org. No phone calls please.

Applicants should include 1) current resume 2) Cover Letter 3) one-page personal philosophy statement around fundraising.