



Job Description

Job Title: Director of Advancement

Status: Full-Time Exempt Staff

Reports To: Chair, Board of Directors

About San Francisco Nativity Academy of Houston

San Francisco Nativity Academy of Houston, a non-tuition based private Christian school, empowers low-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 San Francisco Nativity Academy of Houston. The Director of Advancement reports to the Board Chair and works closely with other Board members, advisory committee chairs and community volunteers. Key responsibilities include the strategic development and 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 San Francisco Nativity Academy: annual fund/fundraising events (luncheon, gala, auction) grant writing, volunteer engagement and stewardship.
- In close collaboration with the Board Chair, participate in the annual budgeting process to set and determine fundraising goals and metrics for the Advancement office
- 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, Parent's Association committees, 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

Qualifications

- Bachelor of Arts degree in related field or college degree



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- 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 San Francisco 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 San Francisco 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 savvy to manage website and social media platforms, including online donations
- Commitment to accountability, outcomes, and results

Benefits

- Full-time employees of San Francisco 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 by 5/31/2021 via email to Julie Koch at juliekoch@nativityhouston.org. No phone calls please.

Applicants should include 1) current resume 2) three letters of reference 3) one-page personal philosophy statement around fundraising.