



## Associate Director, Advancement Communications & Annual Giving

### **About Nativity Prep Boston:**

Founded in 1990, Nativity Preparatory School of Boston is a tuition-free, Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Staffed by experienced teachers and dedicated volunteers who work closely with families, the school prepares students for success in high school, college, and beyond. Nativity's academically challenging and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others.

### **Job Description:**

The Associate Director of Advancement Communications and Annual Giving reports to the Director of Advancement and is a critical member of the Advancement Team, raising funds to support Nativity Prep Boston's mission. The incumbent will lead Annual Fund solicitation through the design, development, and coordination of digital and print communications. They will assist the Director of Advancement and advancement colleagues, executing special events, fundraising activities, and department responsibilities as needed. This is a full-time, in-person position.

### **Primary Responsibilities Include:**

#### **Annual Giving**

- Collaborate with the Director of Advancement to develop compelling digital and print appeals to Annual Fund donors and Student Sponsors
- Lead Nativity's in-house appeal process, including volunteer management
- Collaborate with colleagues to ensure timely and accurate stewardship of donors
- Manage and organize constituent lists and information on the database, Raiser's Edge

#### **Donor Communications/External Relations**

- Develop content for Nativity's monthly e-newsletter and bi-annual print newsletter in collaboration faculty, staff, and Office of Graduate Support
- Lead the design and execution of Nativity's Annual Report of donors, including vendor management
- Support the design and creation of school publications
- Lead all planning and execution of professional photo and video production

#### **Other**

- Support corporate and foundation grant writing process
- Manage social media platforms (Facebook, LinkedIn)
- Greet visitors and respond to general phone calls and emails

### **Qualifications:**

- Excellent verbal and written communication skills
- Ability to present information concisely and effectively

- Attention to detail, strong organizational and project management skills
- Ability to work independently and as part of a team
- Strong interpersonal skills and cheerful demeanor in office and with students, parents, alumni, and volunteers
- Passion for the mission of Nativity Prep
- Proficiency in Microsoft Office
- Minimum of two years experience, preferably in a communications role

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The requirements for performing the duties of this position are as follows:

- Frequent talking, listening, sitting, and working on computer for long periods of time in a typical office space
- Occasional standing, reaching, kneeling, and pushing or lifting objects
- The ability to perform multiple concurrent tasks and function in a fast-paced working environment
- Full-time in person work at Nativity school in Jamaica Plain

### **Compensation:**

- Salary commensurate with experience

**For more information about this position or to submit a resume and cover letter, please contact Abbie Clavin, Director of Advancement, at [aclavin@nativityboston.org](mailto:aclavin@nativityboston.org).**

*Nativity Prep Boston is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin; age or gender; ancestry or citizenship; mental or physical disability. We are committed to a policy of nondiscrimination, inclusion and equal opportunity and actively seek a diverse pool of candidates in this search.*