



St. Monica Campus for Girls ♦ St. Augustine Campus for Boys

### **Employment Opportunity Development/Communications Associate**

Mission Statement: The NativityMiguel Middle School ([nativitymiguelbuffalo.org](http://nativitymiguelbuffalo.org)) is a faith based middle school transforming the lives of underserved students in a secure and nurturing environment on single gender campuses. In partnership with our families, we deliver a uniquely effective education that includes an extended school day and school year, dedicated and caring teachers, personal mentoring and continuing support through high school graduation.

Position Summary: Unlike most non-public schools, NativityMiguel does not rely on tuition income to fund operating expenses, but relies instead on the success of the school's advancement efforts and the generosity of the community including both donors and volunteers.

The Development/Communications Associate is responsible for all administrative aspects of development and communication activities. The Development/Communications Associate plays an important role by providing administrative support to the Vice President of Institutional Advancement and the President by and participating in all fundraising and communications activities including donor relations, marketing and communications, direct mail appeals, and special events.

Reports to: Vice President of Institutional Advancement

### **RESPONSIBILITIES**

#### **Fund Development**

- Process donations and prepare acknowledgement letters and other correspondence in a timely fashion.
- Create monthly fundraising reports and dashboards.
- Maintain foundation, corporation and individual donor files.
- Conduct preliminary research on prospective corporate, foundation and individual donors.
- Handle all administrative details associated with fundraising activities and meetings (i.e. prepare and distribute notices, agendas, minutes, refreshments etc.).
- Coordinate productions and mailing of spring and year-end appeal letters.
- Continually update and correct database records.
- Support the production and mailing of annual appeal letters and Phone A Thon

- Handle administrative details associated with the Advancement Committee meetings. (i.e. prepare and distribute notices, agendas, minutes, etc.).
- Gather data and format for the Annual Report.
- Reconcile donations with the school's accounting records monthly
- Coordinate the design of promotional material

### **Events and Volunteers**

- Prepare online registrations: Online Auction, Junior Board Registrations
- Provide hands on support to all aspects of the school's fundraising events. This will include maintaining guest lists, gather and prepare registration materials and other duties needed to support the event

### **Communications**

- In conjunction with Vice-President of Institutional Advancement prepare and execute social media strategies including the social media Calendar, creating engaging text, image and video content
- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings.
- Prepare 2-4 Press Stories A month
- Maintain web content
- Take candid shots and create short videos of students and student activities to support communications and fundraising strategies
- Prepare and submit press releases, etc. that support fundraising activities
- Assist in the planning and implementation of events that create community awareness and support student recruitment efforts

Possible performance measures:

- Number of donations processed and acknowledged within 24 to 48 hours.
- Success in maintaining accuracy of database records.
- Accuracy and completion of fundraising reports and dashboards
- Success in coordinating the production of direct mail appeals.
- Success in maintaining donor hard copy files.
- Increase in engagement on social media platforms

### **QUALIFICATIONS**

- Associate's or bachelor's degree in a related field such as communications or marketing
- A minimum of two years' of administrative or related volunteer experience, preferably in a not-for-profit development office
- Proficiency in Microsoft Office Suite
- Donor database management experience – eTapestry preferred
- Event database and software management – Greater Giving preferred
- Graphic design skills including knowledge of desktop publishing tools and graphic design software
- Familiarity with online marketing strategies and marketing channels
- Excellent verbal and written communications skills

- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Excellent interpersonal skills
- A self-starter, data and deadline driven, and ability to multi-task with solid organizational and time-management skills

## **REQUIREMENTS**

- Criminal background investigation
- Verification of employment history and personal references
- Verification of a valid NYS drivers' license
- Completion and maintenance of the safe environment workshop and on-going training
- Confirmation of authorization to work in the united states.

## **ANTICIPATED HOURS OF WORK**

This is a full-time, non-exempt position.

It is anticipated that these job responsibilities will require an average of 40 hours a week, some more and some less, including the summer months, usually during a normal business day, and occasionally including early morning, evening and weekend activities.. Summer and holiday hours may vary according to school activities. Most if not all the job duties require an active, physical presence at the school with time spent at both campuses.

Paid holidays, sick leave, personal and vacation days are included.

**Posting date:** September 30, 2020

**Posting deadline:** Applications will continue to be accepted until the position has been filled.

**Application Procedure:** Please submit the following credentials to: Mrs. Amy Starck, Vice-President of Institutional Advancement, [astarck@nativitymiguelbuffalo.org](mailto:astarck@nativitymiguelbuffalo.org)

1. Letter of application, including how your background and experience meet the requirements and qualifications of this position; and
2. A current resume with references.

Equal Opportunity Employer