



NATIVITY JESUIT
ACADEMY

Open Position: Assistant Director of Advancement

Position Type: Full Time

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others

Position Summary:

The Assistant Director of Advancement position is a full-time position and will work closely with staff to develop and execute fundraising, events, marketing and communications strategies that further advance the mission of the school. The Assistant Director of Advancement will be responsible for coordinating the school fundraising events, supporting all fundraising activities and leading the school’s marketing efforts.

The position reports to the Director of Advancement. The Assistant Director of Advancement works independently and as a member of the advancement team that includes the President, Director of Advancement, and Advancement Office Coordinator to achieve organizational fundraising goals.

Position Responsibilities:

- Events
 - Effectively execute the school’s key fundraising events and social events including the annual Golf Outing and Scholarship Dinner, in addition to other annual events
 - Identify and approach potential business partners for event sponsorship and annual support
 - Track fundraising events and report on progress and effectiveness of events
 - Planning and executing other special stewardship events that are donor-facing, coordinating logistics with others

- Communications
 - Work with senior staff to develop and execute a marketing and communications plan
 - Manage bi-annual school print newsletter including gathering content and tracking story ideas
 - Research and develop content for e-communications
 - Manage and develop website content management
 - Curate high-interest content to increase activity on social media channels including Facebook, Instagram and YouTube

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- Develop metrics to ensure the marketing and communication plan is effective and report on progress of marketing/communication efforts
- Annual Fund Responsibilities
 - Work with advancement team to prospect and solicit donors
 - Develop and maintain a portfolio of mid-tier donors
 - Manage segmentation, tracking and execution of bi-annual direct mail appeal (end of year and spring)
 - Steward donors as assigned through activities, individualized communications and relationship building
- Assist with Nativity Jesuit Alumni Association (NJAA)
 - Attend monthly meetings as needed
 - Provide occasional staff support for alumni events
 - With approval of Nativity leadership, ensure alignment of NJAA events to institutional priorities and capacities
 - Encourage alumni philanthropic activities consistent with Nativity's mission
- Handle other responsibilities and tasks assigned by manager

Position Qualifications/Characteristics:

- Bachelor's degree required
- At least two years of experience in fundraising, marketing, communications or event management
- Ability to speak Spanish would be an asset
- Strong track record as a project manager and an implementer
- Strong writing/editing and verbal communication skills
- Excellent organizational abilities and attention to detail
- Demonstrated ability in drafting, editing and proofreading documents with advanced proficiency in Word, Excel and PowerPoint
- Deadline-driven and goal-oriented
- Self-starter and able to work independently
- Energetic, respectful, flexible, collaborative and proactive with the ability to work with others within the department and the school
- Commitment to the mission, goals and objectives of the school
- Optimistic and positive attitude

How to Apply:

Send resume, cover letter and three references to:

Emily Keuter, Director of Advancement
keutere@nativityjesuit.org