



## **Associate Director of Development/Operations Associate**

### **Development Responsibilities:**

- Collaborate closely with the President/Director of Development on strategy and implementation of all fundraising initiatives.
- Assist donors in accomplishing their philanthropic goals and ambitions through a relationship with NativityMiguel School of Scranton.
- Develop and execute innovative fundraising strategies to advance the Annual Giving Program and expand and diversify the donor pool.
- Meet stated goals and continually increase annual giving and donor engagement
- Identify, qualify, cultivate, and solicit funding from individuals, corporations, and foundations in accordance with NativityMiguel School of Scranton's Annual Fundraising plan.
- Help cultivate a well-defined culture of philanthropy across the school's constituencies, including such internal stakeholder groups as faculty, staff, and board. Align philanthropic work to the school's values.
- Assist in developing content for direct mail and other fundraising communications to advance fundraising and improve the school's overall visibility and identity with donors.
- Work closely with President/Director of Development to coordinate all fundraising and event logistics for annual Tribute Dinner
- Plan, organize, and implement a range of social media content on Instagram and Facebook
- Participate actively in the planning and execution of fundraising events for the school (Annual Fund Reception, Art Show, NEPA Gives, Tribute Dinner, Giving Tuesday)
- Maintain donor database (DonorSnap)

### **Operations Responsibilities:**

- Provide administrative support to the Principal, including but not limited to, ordering school supplies, monitoring classes, maintaining student files
- Manage financial systems including purchasing, benefits, insurance, donations, and related activities that connect the finance and operation of the school
- Assist Staff Accountant with financial accounting, audit, and financial statement preparation
- Occasionally answer phones; route callers, take messages, respond to inquiries; greet visitors; request and provide routine information as well as handles walk-in inquiries
- Provide administrative support to the President, including but not limited to, scheduling Board of Trustees meetings, preparing and organizing Board reports, and supporting strategic initiatives
- Other related duties as assigned

**Qualifications:**

- 5 years of professional fundraising experience for a nonprofit institution
- Bachelor's degree
- Knowledgeable in annual giving, major gifts, special events, corporate and foundation giving, and donor relations
- Major gifts solicitation experience desired
- Superior written and verbal communication skills
- Demonstrated commitment to excellence, detail, and ability to prioritize and manage multiple projects simultaneously in a dynamic environment
- Proficiency in Google Tools and Microsoft Office Suite
- Graphic design skills
- Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic
- Demonstrated ability to work independently and as part of a team
- Willingness to work occasional evenings as necessary