



Date Posted: June 3, 2024

Send resume to: Name: Nicole Richard  
Address: 8550 Main Street, Williamsville, NY 14221  
Email: nrichard@nativityofmaryschool.org

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Advancement Director

Salary: \$30,000-\$32,000 Salary will be:  hourly  other

Employer: Nativity of Mary School Department: Administration

Location Address: 8550 Main Street Williamsville, NY 14221

Employer website: <https://nativityofmaryschool.org/>

### **Brief Job Description**

Manage all marketing efforts, help organize special events/fundraisers, assist families throughout enrollment process and keep records of enrollment, manage school-wide communication through alerts and weekly newsletter, maintain school website, assist principal with administrative tasks, and research/write grants.

### **Essential Duties & Responsibilities**

#### Donor Development

- Seeks grants and additional opportunities for growth

#### Special Events

- Organizes and plans Open Houses and other special events

#### Enrollment

- Manages the enrollment process from giving tours to registering students
- Builds relationships and continually communicates with prospective families
- Manages New Family/Veteran Family Program

#### Marketing

- Aims to market the school in new and innovative way

#### Other

- Sets annual goals
- Assists the principal with misc. duties
- Assists with recruiting new faculty & staff

#### Communication

- Manages the School Messenger system (sends weekly email/sends alerts via text/email/phone call)

- Creates and sends out the Weekly Newsletter

#### Website Maintenance

- Continually updates the website in conjunction with the Principal (updates forms and makes edits frequently)

#### **Qualifications: Required Education/Experience**

- Bachelor's degree in communications or related fields, business, secondary and/or higher education preferred.
- Experience in events management desired.

#### **Desired Skills**

- Proficient in Google Suite
- Familiar with Canva; Graphic design experience a plus.
- Strong written and verbal communication
- Collaborates well with others, displays a positive attitude, and demonstrates a growth mindset.
- Highly organized
- A strong desire to maintain relationships with students, staff, volunteers, and others who have a stake or interest in the school

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **June 17, 2024**