



St. Augustine Division for Boys

St. Monica Division for Girls

**Title:** Director of Advancement

**Position Status:** Full Time / 12 month position

**Reports to:** Head of School

**Salary Range:** \$85,000 - \$105,000

### **Who We Are:**

Since 2004, NativityMiguel Middle School ([nativitymiguelbuffalo.org](http://nativitymiguelbuffalo.org)) has believed that through a culture built on structure, warmth and small class sizes, students of all backgrounds can and will flourish. Founded on an innovative approach to education including a single gender learning environment (for both boys and girls), an extended school day and expanded school year, as well as graduate support; NativityMiguel students truly develop in body, mind and spirit during their formative middle school years. NativityMiguel is a faith-based, Catholic community that primarily works with a largely African-American student population. Though our students come to us from economically disadvantaged families, NativityMiguel is committed to ensuring that their socioeconomic status does not define their lives. Instead, students are equipped by NativityMiguel to propel themselves, their families and their communities to new heights.

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 school operates under a \$1.7 million operating budget that is 97% philanthropically funded.

### **Summary of Position:**

NativityMiguel seeks an ambitious, experienced, and passionate Director of Advancement. The Director manages all advancement activities and serves as a front-line fundraiser for NativityMiguel. The Director develops and implements a comprehensive fundraising plan; identifies, cultivates, solicits, and stewards donors; serves as development liaison; coordinates major fundraising events; supports budget, projects, goals, and strategic planning. Reporting directly to the President, the Director collaborates with school staff, faculty, board members, and volunteers to advance the mission and fundraising needs of NativityMiguel.

### **Primary Responsibilities:**

- Secure funding for all operational, programmatic, and capital needs of NativityMiguel based upon established fiscal year and campaign goals
- Identify, cultivate, and solicit five and six figure gifts by developing and maintaining relationships with corporations, foundations, and individuals

Mailing Address: 21 Davidson Avenue • Buffalo, New York 14215

Street Address: 24 Hastings Avenue • Buffalo, New York 14215 P: (716) 836-5188 F: (716) 836-5189 • [www.nativitymiguelbuffalo.org](http://www.nativitymiguelbuffalo.org)



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- Manage a portfolio of major donors and prospects, meet or exceed a goal of personal meetings per year, and record all donor activity in the school's donor database
- Lead NativityMiguel's fundraising priorities; developing and implementing fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors; evaluating effectiveness of development programs and securing gifts at various levels; generating reports
- Manage the President's donor engagement activities, including preparing them for meetings with top donors and attending occasional donor meetings and community events with them (The President manages a pool of top donors and prospects)
- Oversee the communication efforts of NativityMiguel, specifically development materials (annual reports, newsletters, etc.), school website, and social media
- In partnership with the Grants Writer, develop, write, manage, and track proposals and reports for foundation and corporate fundraising
- Organize, manage, and direct all special development events including the annual Scholarship Dinner, Junior Board Golf Tournament and Meat Raffle.
- Build working relationships and serves as development liaison to other organizations in order to achieve successful fundraising; nurtures culture of philanthropic support
- Participate in professional development organizations, potentially serving as a student advisor, attending and actively participating in weekly staff meeting, and board meetings; traveling locally and to assigned out of town regions; prepares contact reports
- Participate (as necessary) in daily morning assemblies, weekly administrative staff meetings, quarterly trustee meetings, faculty meetings, faculty/staff retreats, and August faculty/staff orientation
- Promote work related to Diversity, Equity, Inclusion, and Anti-Racism (DEIA)

### **Knowledge, skills, abilities and personal characteristics:**

- Openness to embracing and promoting the religious mission and identity of NativityMiguel
- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills

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- Project management skills
- Supervisory skills
- Ability to solicit major gifts
- Ability to travel strategically and obtain results
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality

### **Minimum Qualifications:**

- Education and experience equivalent to: Bachelor's degree and at least three years of fundraising or related experience.
- Proven record of closing major gifts and ability to engage and manage volunteers in fundraising activities.
- Knowledge of donor development software is a plus.
- Embrace the school's faith-based mission to provide a fresh start for children grades 5-8
- Comply with the Safe Environment Program of the Diocese of Buffalo
- Have a valid driver's license and reliable transportation

### **How to Apply:**

Please submit a statement of interest (500 words minimum) along with a résumé to the Head of School, Mr. Chris Pitek at [cpitek@nativitymiguelbuffalo.org](mailto:cpitek@nativitymiguelbuffalo.org). The statement of interest should articulate how your experiences, knowledge, and values align with the mission of NativityMiguel Middle School of Buffalo. Candidates whose background mirrors the demographics of the students that we teach are strongly encouraged to apply.

### **Benefits:**

- 401(k)
- 401(k) matching
- Health insurance
- Paid time off
- Retirement plan

***NativityMiguel Middle School of Buffalo is an Equal Opportunity Employer.***