



## **Job Posting**

### **Director of the NativityMiguel Fund**

**Mission Statement:** The NativityMiguel Middle School (*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 Director of the NativityMiguel Fund (DNMF) will be responsible for the strategic execution and management of a comprehensive annual giving program referred to as The NativityMiguel Fund. This includes the annual direct mail appeal, special events including the Scholars Awards Banquet, Junior Board and other outside fundraising events, online giving programs such as Spring it On, and donor and volunteer management with specific attention to gift processing, data management, gift acknowledgment and donor engagement. The DNMF also provides direction and support of the school's communications plan.

The DNMF works directly with, supports, reports to and is accountable to the school's President in meeting the school's fundraising goals. The DNMF is part of the NativityMiguel fundraising and communications team including the Director of Grants Management, the Campaign Director, the Social Media Consultant and the President's Executive Administrator.

This is a full time, 40 hour per week position requiring the flexibility to work occasional evenings and weekends.

#### **Education, Experience, Abilities & Skills**

- Bachelor's Degree (or higher)
- Five years' experience directing special events is required
- Demonstrated organizational and project management skills including ability to prioritize, focus, manage multiple tasks and anticipate and meet deadlines
- Working knowledge of donor data base management software such as eTapestry and events management software such as Greater Giving
- Social media, graphics design and website management a plus
- Demonstrated written, oral, electronic and presentation abilities
- Demonstrated interpersonal communication skills, including the ability to communicate effectively with management, donors, volunteers, students and staff

- Demonstrated ability to work both independently and as part of a team
- Absolute commitment to accuracy, timeliness and confidentiality
- Comfortable with the school's faith based mission to break the cycle of poverty through education
- Compliance with the Safe Environment Program of the Diocese of Buffalo
- A valid New York State driver's license and reliable transportation
- Willing and able to work occasional weekends and evenings

Posting Date: August 8, 2019. Position will remain open until filled.

Application Procedure: After the school's website, [www.nativitymiguelbuffalo.org](http://www.nativitymiguelbuffalo.org), please submit a letter of interest and resume to Mrs. Nancy Langer, President at [nlanger@nativitymiguelbuffalo.org](mailto:nlanger@nativitymiguelbuffalo.org).