



## ST. ANDREW NATIVITY SCHOOL JOB DESCRIPTION

**Job Title:** Development Coordinator  
**Reports To:** Senior Development Director

### **Organization Summary:**

St. Andrew Nativity School is a Catholic, Jesuit middle school dedicated to offering an academically challenging curriculum in a highly structured environment to low-income students of all faiths.

Nativity School cultivates in its students the spiritual, intellectual, and personal strengths which will empower them to continue their education in the high school and college of their choice.

The school is staffed by professional educators, dedicated staff members, and committed volunteers. St. Andrew Nativity School strives to form “people for others” who are dedicated to bringing all their talents to fullness and using them to serve their families and their community.

### **Position Summary:**

The Development Coordinator is responsible for coordinating special events and projects, and the day-to-day operations of the Development Department.

Currently, Nativity School has two major fundraising events and several smaller cultivation events. Special projects include but are not limited to the holiday card program, student sponsorship thank you letters, and other projects as they arise.

Development Coordinator responsibilities include supporting the school’s development program. This encompasses gift processing and acknowledgement, donor stewardship, maintaining donor records, etc. This position will also manage Board of Trustee correspondence and staff Board subcommittees, in addition to overseeing the utilization of the donor database, and serving as lead for calendar management of senior staff.

The Development Coordinator proactively participates in development department meetings, faculty meetings, and all other school-wide activities. Opportunities for communication (publications, graphic design, website maintenance, etc.) and social media support are also possible.

### **Duties and Responsibilities:**

#### **Project management - events (40% of time)**

- Plan and execute logistics for events, staying within budget
- Manage vendor relationships
- Recruit and manage student and alumni involvement in events
- Work with volunteers on planning and implementing events
- Implement event follow up, i.e., thank you notes, auction package execution

**Project management – special projects (10% of time)**

- Student sponsorship thank you letters
- Implementing the Holiday Cards program
- Faculty & Staff appreciation week
- Executes unique one-time tasks and projects as assigned

**Coordination & Outreach – department duties (25% of time)**

- Manage donor correspondence, gift processing, and reporting
- Build relationships with donors and volunteers
- Coordinate and attend development team meetings
- Attend staff-wide and school-wide meetings and functions
- Oversee development program and department supplies

**Administration – administrative duties (25% of time)**

- Manage the calendars and meeting preparedness of the President and Senior Development Director
- Support the administrative needs of the President and Senior Development Director
- Manage the board of trustees and subcommittees correspondence

**Qualifications:**

- Bachelor's degree or equivalent experience.
- Two or more years of experience in project coordination, administration, special event planning, or development.
- Excellent written and oral communication skills.
- Highly organized and task driven. Develops and executes plans.
- A record of meeting deadlines.
- Ability to establish and maintain effective working relationships with diverse personalities.
- High energy; self motivated. Enjoys being part of a creative team.
- Ability to work in a fast paced, enterprising environment.
- Passion for children and education.
- Willingness to work evenings and weekends as needed.
- Experience planning and executing events a plus.
- Experience working with data bases a plus.
- Proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook).
- Safe driving record; current vehicle insurance; ability to use personal vehicle for Nativity School business.
- Must be able to pass criminal background check.

**Working Conditions:**

Work is performed in an office environment and involves constant use of a computer. Work also includes frequent use of the phone to communicate with current and potential donors. This position will drive to perform work with donors in the community and may require occasional weekend and evening events as well as out-of-town travel.

**Salary:**

This position comes with health, dental, and vision benefits, short and long term disability, and life insurance. Retirement match begins after 12 months of employment. The salary depends upon experience and salary history.

**How to apply:**

Send your cover letter and resume to [swilliams@nativityportland.org](mailto:swilliams@nativityportland.org) by August 13, 2021. No mail or phone calls please.