



Sacred Heart Nativty Schools

DIRECTOR OF ADVANCEMENT

September 2026

Sacred Heart Nativty Schools provide a transformative middle school education to low-income youth in San Jose. Nativty is a faith-based middle school in the Jesuit tradition, located in the Guadalupe-Washington neighborhood. Forming the whole child, the schools support each student's growth and development intellectually, spiritually, physically, and emotionally. Nativty consists of two middle schools: Sacred Heart Nativty School for Boys (established in 2001) and Our Lady of Grace Nativty School for Girls (established 2006).

OUR MISSION

The Sacred Heart Nativty Schools transform lives through education by laying the foundation for young students to succeed in college prep high school programs, post-secondary education (college, trade/tech/vocational, military service), and beyond.

The Schools provide a Catholic education for students of low-income families with priority given to those of the Sacred Heart of Jesus Parish community.

In the Jesuit tradition, Nativty scholars are guided and accompanied as they deepen their relationship with God to become people for and with others.

OUR VISION

Sacred Heart Nativty Schools

Our Lady of Grace Nativty School for Girls and Sacred Heart Nativty School for Boys

Where Scholars are Formed in Faith that Lives Justice

POSITION SUMMARY

The Director of Advancement serves as a member of the leadership team and is responsible for developing, implementing, and overseeing a comprehensive advancement program that advances the mission and long-term sustainability of Sacred Heart Nativty Schools.

The Director provides strategic leadership for all fundraising, donor engagement, communications, stewardship, advancement operations, and institutional advancement initiatives. The Director develops annual fundraising strategies, establishes departmental goals, manages staff and consultants, collaborates on departmental budgets, and ensures that advancement activities support the school's mission, strategic priorities, and financial objectives.

Reporting to the President, the Director leads a collaborative advancement team that includes the Major Gifts Officer, Advancement Associate, and contracted marketing, communications, and event-planning professionals.

DIRECTOR OF ADVANCEMENT ESSENTIAL JOB FUNCTIONS

Strategic Leadership

- Develop and execute a comprehensive annual advancement plan in collaboration with the President and the Finance Committee of the Board of Trustees that is aligned with organizational priorities.
- Establish annual fundraising goals, strategies, benchmarks, and performance metrics.
- Provide leadership for annual giving, major gifts strategy, institutional giving, stewardship, communications, events, and donor engagement.
- Monitor fundraising performance and recommend strategic adjustments throughout the year.
- Foster a culture of philanthropy across the organization.

Fundraising Strategy

Provide strategic oversight for all fundraising activities supporting an annual fundraising goal of approximately \$2.25 million, including:

- Annual Fund
- Major Gifts Program
- Grants and Foundation Giving
- Sponsorships and Corporate Giving
- Special Events
- Planned Giving (as applicable)
- Campaigns and special initiatives

The Director personally leads institutional fundraising through foundation, corporate, and grant relationships while overseeing fundraising strategy and supporting the Major Gifts Officer in achieving annual portfolio goals.

Department Leadership

- Supervise and develop Advancement staff.
- Recruit, manage, and evaluate contractors supporting events, marketing and communications, and grant-writing.
- Establish annual work plans and professional development goals.
- Promote collaboration, accountability, and continuous improvement within the department.
- Build sustainable fundraising systems, policies, and operational procedures.

Major Gifts Oversight

- Provide strategic direction and coaching for the Major Gifts Officer.
- Oversee portfolio strategy, moves management, and donor pipeline development.
- Review cultivation, solicitation, stewardship, and engagement plans.
- Collaborate on donor strategy and participate in key donor meetings when appropriate.
- Monitor progress toward annual major gift revenue goals.

Foundation & Institutional Giving

- Identify, cultivate, solicit, and steward foundation, corporate, and institutional funders.
- Develop competitive grant proposals and reports.
- Maintain relationships with institutional funders.
- Track grant opportunities, deadlines, reporting requirements, and outcomes.

Stewardship & Donor Relations

- Develop comprehensive stewardship strategies for donors at every giving level.
- Ensure timely acknowledgments and meaningful donor recognition.
- Oversee donor communications and impact reporting.
- Strengthen donor retention and long-term engagement.

Communications & Marketing

Provide strategic oversight for advancement communications, including:

- Annual communications calendar
- Annual Report
- Donor newsletters
- Appeals and campaigns
- Digital communications
- Website fundraising content
- Social media strategy
- Case for Support
- Marketing collateral

Collaborate with contractors to ensure consistent messaging, branding, and storytelling.

Board & Volunteer Engagement

- Staff the Advancement Committee in partnership with the Major Gifts Officer.
- Recruit and engage committee members.
- Support Board fundraising efforts through planning, reporting, and strategy.
- Coordinate advancement materials and administrative support for Board meetings.

Advancement Operations

- Ensure effective use of the donor database and fundraising systems.
- Develop and maintain department policies and procedures.
- Oversee fundraising reporting and analytics.
- Ensure accurate gift processing and donor records.
- Manage advancement technology and operational workflows.

Budget Management

- Develop and manage the Advancement Department operating budget in partnership with the Major Gifts Officer and financial services personnel.

- Monitor departmental expenses.
 - Recommend investments that improve fundraising effectiveness and return on investment.
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QUALIFICATIONS

- Bachelor's degree required; advanced degree preferred.
 - Five or more years of progressive responsibility with nonprofit fundraising experience.
 - Demonstrated success securing major gifts and institutional funding.
 - Experience leading annual fundraising strategies and campaigns.
 - Strong grant writing and donor communication skills.
 - Experience supervising staff and managing cross-functional projects.
 - Excellent written, verbal, and interpersonal communication skills.
 - Strong organizational, analytical, and project management abilities.
 - Proficiency with donor database systems and fundraising software.
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CORE COMPETENCIES

- Strategic Leadership
 - Fundraising Strategy
 - Relationship Building
 - Team Leadership
 - Coaching and Staff Development
 - Financial Management
 - Communication
 - Project Management
 - Data-Informed Decision Making
 - Collaboration
 - Mission Alignment
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SUCCESS MEASURES

Success in this position will be measured by the Director's ability to:

- Achieve annual fundraising goals.
- Grow and diversify philanthropic revenue.
- Increase donor retention and engagement.
- Strengthen major gift and institutional fundraising performance.
- Build effective stewardship systems.
- Lead a collaborative, high-performing advancement team.
- Maintain accurate advancement operations and reporting.
- Strengthen Board and volunteer engagement.

- Build sustainable fundraising systems that support the long-term growth of Sacred Heart Nativity Schools.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to lift 25 lbs. without help.
- Ability to look at a computer monitor and sit for long periods.
- Physically able to assist, when necessary, with event setup and breakdown, including lifting up to 25 lbs.

SCHOOL COMPLIANCE REQUIREMENTS

- TB testing/risk assessment
- Fingerprinting - Must not have felony convictions or other serious violations.
- Clean DMV driving record
- Mandated Reporter and Safe Environment Training

GENERAL INFORMATION

- Reports to the President
- Full-time, exempt, 12-month position. Work hours may vary (including evenings and weekends)
- Benefits eligible
- Salary Range, DOE: \$90,000 - \$120,000
- Approximate start date: October 19, 2026

APPLICATION PROCESS

Interested applicants must submit a cover letter, resume, and three professional references to hr@shnativity.org by September 23, 2026.

NON-DISCRIMINATION POLICY

Sacred Heart Nativity School is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender (including gender identity and gender expression), genetic information and characteristics, medical condition, national origin, citizenship, immigration status, marital status, sexual orientation, registered domestic partner status, veteran status, or disability.