



## **Nativity Preparatory School of Wilmington Development/Finance Associate**

**Salary Range:** \$35,000 - \$45,000

**Reports to:** Director of Development

### **About Us:**

In 1903, the Oblates of St. Francis de Sales established Salesianum ("House of DeSales") Catholic High School for Boys in the city of Wilmington, which eventually came to be known as Salesianum School. In 2003, Salesianum celebrated its 100<sup>th</sup> anniversary and commemorated this milestone by opening a tuition-free middle school for boys: Nativity Preparatory School of Wilmington.

Nativity Prep is a tuition-free Catholic middle school for low-income, inter-city boys of all faiths. Guided by the example of Saint Francis de Sales, it strives to provide a quality education, integrated with personal, moral, and spiritual development, for students who would not otherwise have access to such an education. Through a rigorous academic program, Nativity Prep empowers them to earn acceptance and achieve success in a college preparatory school environment. At the same time, strong motivation and parental support helps each student to realize his fullest human potential as a productive member of society and as a leader and role model in his family and community.

**Summary of Position:** Reporting directly to the Director of Development the Development/Financial Associate is responsible for managing and coordinating the data base for Nativity Preparatory School of Wilmington, assisting with all aspects of the overall development plan with a particular focus on grant processing, and financial processes.

### **Duties:**

- Assist with all aspects of fund-raising projects and events
- Donor database and stewardship management
- Track, prepare, and submit grant requests and reports
- Prepare and document donor thank you letters.
- Prepare monthly and ad hoc reports

- Prepares checks for deposit daily
- Complete other financial documentation and reporting as assigned
- Design and coordinate production of all major publications, including the Trailblazer (magazine), 1515 publications, Annual Report, Website, Constant Contact, and all printed and promotional materials
- Participate on Development Committee
- Other duties as assigned

**Qualifications/Skills:**

- Bachelor's Degree
- 3-5 years' experience working in non-profit/education
- Excellent written and verbal communication skills
- Strong social media/website and Constant Contact skills
- Able to work in challenging environment
- Strong planning and organizational skills
- Dependable and trustworthy
- Knowledgeable of recordkeeping platform – Bloomerang/Abila
- Proficient in Microsoft Office and Excel
- Comfortable working in a Catholic/Salesian environment
- Favorable Background Check
- Quick Books experience a plus

**To Apply:**

- Please send resume with salary requirements to [mpweidner@nativitywilmington.org](mailto:mpweidner@nativitywilmington.org)