

St. Andrew Nativity School  
Grants and Database Specialist

## **ABOUT US**

St. Andrew Nativity School provides a transformative middle school education to youth from under-resourced backgrounds in the inner Northeast neighborhood of Portland, Oregon. Nativity is a Jesuit, Catholic middle school serving students from all faith traditions that supports the growth and development of a child intellectually, spiritually, physically, and emotionally. Our mission and program are for the purpose of breaking the cycle of poverty through education. The school is staffed by professional educators and committed volunteers. Nativity forms young “people for and with others” who are dedicated to bringing all their talents to fullness and to using them to serve their families and their community.

There are 81 students enrolled at St. Andrew Nativity, and of those students, 48% identify as Latinx, 34% identify as African American, 18% identify as African Immigrant, and 2% identify as Asian. 64% of the student body lives in households in which English is not the first language; examples of native languages include Spanish, Amharic, and others. A hallmark of the Nativity school model includes our Graduate Support Program that works closely with students and families through a comprehensive high school placement process and offers support, care, and guidance through secondary and post-secondary opportunities. This creates an extended connection and partnership of essential wrap-around services and resources.

**St. Andrew Nativity School is seeking talented people from diverse backgrounds and experiences to join our school community. Individuals of color and those able to speak Spanish are especially encouraged to apply.**

## **POSITION SUMMARY**

The Grants and Database Specialist reports to the Director of Development and plays a pivotal role in securing funding and resources for our school’s success and student accomplishments. This position is responsible for managing the school’s donor database, donor stewardship, and the grant portfolio. This includes researching funding opportunities, drafting, and submitting proposals to help the school attain the donations it needs to continue serving our community of students and families. The Grants and Database Specialist participates in development department meetings, faculty meetings, Board of Trustees meetings, and all other school-wide activities.

## **DUTIES & RESPONSIBILITIES**

### **Grants (50% of time)**

- Maintain electronic records and track pending, awarded, and denied grant proposals as well as report due dates.
- Comply with all grant reporting as required by foundation/corporate donors and gather information necessary to report on current grant programs.
- Administer full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Collaborate with Business Manager to create accurate budgets and financial projections for grant applications and reports.
- Build a robust donor database by identifying and cultivating new funding opportunities.
- Lead prospect research on foundations and corporations.
- Stay informed of grant writing trends and philanthropy.

**Managing database and donor stewardship (30% of time)**

- Manage database for development activities, including processing all gifts received, keeping all records up-to-date and accurate and maintaining current documentation and implementation of database policies and procedures.
- Manage and implement donor acknowledgement process and receipting process to ensure timely recording and appropriate recognition of gifts.
- Coordinate with Finance Department on recording and reconciling revenue between Development and Finance Department.
- Provide database-related support for donor prospect research.

**Event Support (10% of time)**

- Manage ticketing and guest registration.
- Lead registration night/day of events.
- Manage event database and donation page.

**Development Support (10% of time)**

- Serve as lead for annual appeal and student sponsorship letters.
- Provide support on projects as needed, including newsletters and annual reports.
- Build relationships with donors and volunteers.
- Attend development team meetings.
- Attend staff wide and school wide meetings and functions.

**DESIRED QUALIFICATIONS**

- Bachelor's degree or equivalent experience.
- Three or more years of experience in database entry and running reports and queries in nonprofit database software such as Donor Perfect.
- Proven track record of grant writing experience, preferably with an education focus.
- Demonstrated success in writing and submitting clear, concise, and compelling grants or proposals and stewarding grants or proposals.
- Excellent writing, proofreading, and communication skills
- A detail-oriented and organized approach to work and a record of meeting deadlines.
- Ability to establish and maintain authentic, effective working relationships with diverse personalities.
- Inquisitive and creative nature with exceptional research skills.
- Motivated self-starter with the ability to work collaboratively and independently with purpose in a fast-paced environment.
- Computer proficiency (Microsoft Windows and Office environment).
- A willingness to work evenings and weekends as needed.
- Safe driving record; current vehicle insurance; ability to use personal vehicle for Nativity School business.
- Must be able to pass criminal background check.

This job description describes the general nature and level of work performed by employees assigned to this position. This is not an exhaustive list of all required duties, responsibilities and skills.

## **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.

## **BENEFITS**

This position comes with health, dental, and vision benefits, long-term disability, and life insurance. Retirement match begins after 12 months of employment. Competitive salary DOE. Employment year-round with 3 weeks paid vacation, 8 sick days, and all nationally recognized holidays.

## **APPLICATION**

Application deadline is November 22, 2023.

Email a cover letter or personal statement, and resume to [swilliams@nativityportland.org](mailto:swilliams@nativityportland.org) or mail to:

Sadie Williams

St. Andrew Nativity School

4925 NE 9<sup>th</sup> Avenue

Portland, OR 97211