



Position: Director of the Nardin Fund

FLSA: Exempt

Position Status: Full-Time

Reports to: VP of Institutional Advancement

Summary

Nardin Academy is an Independent Catholic School located in Buffalo, NY. Nardin asks all in our community to “Inspire hearts and minds to do amazing things for the world through faith, character, academic excellence, and service.” Nardin’s values include Embracing All, Nurturing Talent, Fostering Connection, Living & Serving Through Faith, and Igniting Possibilities. Nardin is a diverse and welcoming community that fosters an inclusive environment that celebrates the background and experiences of all.

The Director of the Nardin Fund has responsibility for the organization, planning, and implementation of Nardin Academy’s program to seek annual gifts from alumni, parents, grandparents, businesses, foundations, and friends in support of the institution’s current operating budget.

Essential Duties and Responsibilities

- Coordinating with institutional leadership, develops annual dollar and donor goals in support of the Nardin Fund.
- Coordinates and implements direct response (traditional mail and electronic) efforts annually to solicit constituents on behalf of the Nardin Fund.
- Work collaboratively with the Director of Stewardship and Special Events to plan for and manage all Nardin Fund-supporting events, including but not limited to Fortune Gala and Golfing for Gators.
- Serve as a member of the Prospect Management Team and cultivate, solicit, and steward a portfolio of 25-50 prospective Founders Society members.
- Develop and manage an enhanced, modernized, volunteer-led Phone-a-thon calling program.
- Plan, coordinate, and implement Nardin Academy’s annual Day of Giving in support of the Nardin Fund.

- Develop and lead a comprehensive annual employee giving campaign in support of the Nardin Fund.
- Responsible for monthly, quarterly and annual reporting of Nardin Fund progress.
- Travel to, assist with, and attend a variety of Nardin Academy events.
- Perform other duties as assigned by the Vice President of Institutional Advancement.

Knowledge, Skills, and Abilities

- Clearly and persuasively communicate, including written communication.
- Appreciate and embrace a fast-paced, rapidly changing work environment.
- Engage in a collaborative, team-based approach to projects and problem solving.
- Ability to be flexible, manage competing demands, and multitask in an organized manner.

Experience and Qualifications

- Bachelor's degree from post-secondary college or university.
- 3-5 years of experience in fundraising and/or non-profit work.
- Advanced direct-solicitation and/or educational fundraising experience is preferred.
- Basic knowledge of Raiser's Edge is preferred.

To apply, please submit the following materials as a PDF to careers@nardin.org. Please include:

- Cover letter
- Current resume
- Minimum of 3 references with names, current addresses, telephone numbers

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