

Job Title: Development Assistant – 80%

General Description: The Development Assistant will support the successful functioning of the Development Office and ensure that ISZL can reach long-term and annual fundraising goals. This includes managing all stakeholder records, gift processing and tracking, prospect research and moves management, and alumni relations. In addition, the Development Associate will provide essential support for the Director of Institutional Advancement as the school prepares for a capital campaign.

Reporting to: Director of Institutional Advancement

Areas of Responsibility:

Database

- Manage stakeholder records to develop an accurate and complete database; this includes annually creating 350+ new records for new families and updating 3,500 current family and alumni records
- Train users on the database; be the primary liaison with Blackbaud
- Coordinate with Admissions and iSAMS data manager for data flow and updates
- Manage GDPR consent of constituents in database

Gift Processing and Tracking

- Support annual giving and fundraising event efforts; produce all solicitations and reports associated with these efforts
- Track all gifts and produce gift acknowledgements in a timely manner; track pledges, send pledge reminders
- Liaise with Business Office to balance all fundraising accounts
- Process all gifts from Friends of ISZL account at Chapel & York Foundation

Prospect Research and Moves Management

- Oversee constituent, foundation and corporate research; prepare briefings for School Director and Director of Institutional Advancement
- Maintain accurate moves management data entries for past, current and prospective donors

Alumni Relations

- Maintain, build and grow alumni database through direct outreach, research and using school archival materials
- Be informed of incoming alumni records in and communicate with alumni
- Help identify alumni ambassadors and leaders

Fundraising and Community Events

- Assist with and/or attend events and projects, including events on evenings and weekends, as required and may include short distance travel
- Record all sponsorships and donations in database
- Develop positive relationships with ISZL community members and be a positive, public face of the school

General Administrative Support

- Provide general administrative support to the department as required

Requirements:

- Appreciation of ISZL's mission and the ability to effectively communicate it
- High professional and ethical standards
- Minimum of 3+ years development or non-profit experience, ideally in an independent school
- Excellent communication (both written and verbal) and interpersonal skills
- Ability to work evenings and weekends as needed in support of Advancement initiatives and events
- Understanding of databases, donor prospecting and moves management
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint)
- Deadline oriented with the ability to prioritize competing tasks and work on multiple projects
- Self-starter with a demonstrated ability to work independently and in a team to achieve goals

If you are interested in working in one of Europe's leading international schools within a friendly professional environment, please submit your application in English (incl. CV with photo, cover letter and references) to Cristina De Barrio, Human Resources at employment@iszl.ch

Please find a detailed job description at <https://www.iszl.ch/about-us/work-at-iszl>

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