



## ADVANCEMENT ASSOCIATE

### MISSION

Guided by the principles of academic rigor and diversity, French American + International offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance.

### OPPORTUNITY

Working at French American + International opens up a myriad of opportunities – both personal and professional. Critical to our Strategic Plan in creating a **proud, engaged** community, we appreciate our faculty and staff by fostering a community of ongoing **learning, respect** and **collegiality** and by providing competitive compensation and benefits.

### POSITION OVERVIEW

The Advancement Associate position offers an opportunity for close, collaborative work and problem-solving with a small team of dedicated and dynamic development professionals. The position focuses on annual giving: Annual Fund/Auction, Alumni Relations and Special Events. Individual solicitations, volunteer management, problem-solving, and donor stewardship are key responsibilities. Additionally, the position includes close involvement with all work undertaken by the Advancement team, including events, parent relations, alumni relations, communications, and major giving planning and execution. This high visibility position will be located in the front of the office and will have greeting responsibilities and daily interaction with faculty, staff, alumni and families.

The ideal candidate will have 1-2 years of professional work experience in an office or a school setting, and a desire to work in education / non-profit sector and an understanding of independent schools.

### KEY RESPONSIBILITIES

#### *Annual Giving*

- Assist in all annual giving activities and events, including Annual Fund and Auction
- Manage a segment of the Annual Fund appeal within the overall, school-wide annual campaign
- Implement best practices and innovative tactics to improve annual giving among parents, alumni and other supporters
- Work with and assist Annual Fund volunteers to increase parent and alumni participation and average gift size
- Help write advancement communications for the annual giving appeals
- Assist with the planning and support of the school's annual auction
- Work with auction volunteers to support the auction

#### *Alumni Relations*

- Support and enhance the current alumni relations program
- Support and grow the current alumni council
- With the alumni council, develop and run new alumni events
- Plan, market, and run alumni reunions program
- Implement and run the alumni giving program

#### *Special Events*

- Logistical support of all Advancement events
- Set up and clean up of events
- Work closely with volunteers to support them with their events

**Additional responsibilities as required**



### SKILLS AND QUALIFICATIONS

- Bachelor's Degree required
- 1-2 years of professional work experience required, development/fundraising experience preferred
- Experience with a CRM or Raiser's Edge preferred
- Excellent attention to detail and strong organizational skills
- Exceptional verbal and written communication skills
- Availability for occasional night and weekend events
- Ability to work in fast-paced, flexible, team environment
- Long-range strategic thinking skills
- Optimistic attitude, positive spirit and professional demeanor
- Discretion while working with confidential and sensitive information
- Proficiency with Excel and other Microsoft applications (Word, PowerPoint, Outlook), and basic office equipment
- French Language skills a plus, but not required

### ABOUT THE SCHOOL

The **French American International School and International High School** is a PK-12 independent school in San Francisco. Founded in 1962, the school has grown from a small French bilingual academy to a multicultural, multilingual educational institution with over 1,100 students across an urban campus in the heart of the City. Guided by the principles of academic rigor and diversity, the French American International School offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance. We base our community on these values: **Respect, Integrity, Inclusion, Collaboration, Curiosity.**

Please submit your cover letter and resume to [advancement@frenchamericansf.org](mailto:advancement@frenchamericansf.org)