



Nishimachi International School  
Director of Advancement



# Our School

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Nishimachi International School is a private, non-sectarian, coeducational day school founded in 1949 to provide excellent education for expatriate and Japanese children. Nishimachi's educational philosophy is grounded in a spirit of internationalism and humanism that allows children to learn in a supportive caring environment. The program extends from Kindergarten through Grade 9. We provide students with an education in English and a minimum of one lesson per day in Japanese which helps our students not only in their language skills, but also develops international perspective and understanding.

Nishimachi has an outstanding reputation both internationally, and within Japan.



# Our Philosophy

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We believe that education should promote the well-rounded development of each individual through the cultivation of their intellectual, creative, personal, social and physical abilities. Classroom and co-curricular activities should foster sensitivity to, and respect for, individual talents as well as differences. We also believe that every student must learn to function both as an individual and as part of a group. The school is committed to educating all students to be global and independent thinkers. We believe that learning a second language provides the opportunity to grow beyond a single culture.



## Our Students

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Current enrollment is 470 students (ES 350; MS 120) representing 38 countries. The largest groups are from the U.S., Japan, and Australia. Approximately, 50% of all the students hold dual or multiple passports.

# Our Faculty

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There are 61 faculty members from all over the world. Our teachers come to Nishimachi with an average 8 years of experience and remain at Nishimachi on average for 10 years. Of the current staff, approximately 45% have advanced degrees.



# Our Curriculum

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The school features a unique, rich international curriculum taught in English based on the U.S. Common Core standards. Our mission is to educate students to be leaders, innovators, and motivated thinkers who will contribute to a diverse and changing world. The program is complemented by music, physical education, art, drama, exploratory, service learning and outdoor education programs. Environmental education field trips for grades 4 to 8 are held during the year at the school's lodge and campsite "Kazuno", and students in Grade 9 have a number of challenging learning activities, such as climbing Mt Fuji, visiting Kyoto and Hiroshima, and participating in a service learning trip to Kirivorn School in Cambodia. Grades 2-5 participate in off-campus swimming programs and grades 4-9 have 3 or 5 days of ski school in Niigata. We also offer an optional summer school program. The school year begins in late August and ends in June.

# Our Facilities

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The campus is located in central Tokyo and is comprised of seven buildings: The Matsukata House, the Ushiba Memorial gymnasium/auditorium, the Kindergarten building, the elementary building housing grades 1-2, and the upper elementary/middle school building housing grades 3-9, the Yashiro Media Center and the newly renovated Green Building.

The Yashiro Media Center contains a library of 20,000 volumes, 65% in English and 35% in Japanese.

A new building was added to complement Nishimachi's outdoor education center, Camp Rioichiro Arai, in May 2011. It is located in Kazuno in Gunma Prefecture, 150 kilometers northwest of Tokyo.



## Governance & Accreditation

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The school is a non-profit foundation governed by seven directors and fifteen trustees. It has been fully accredited by the Western Association of Schools and Colleges (WASC) since 1986 and the Council of International Schools (CIS) since 2006. The accreditation by CIS and WASC is based on a self-study and the report of a visiting evaluation team. The study systematically evaluates the total school operation by involving the faculty, staff, students, and community. It also provides a common international evaluation criteria link with schools in the United States, in Asia and the Pacific as well as schools in Australia and Europe. Nishimachi is also a member of the Japanese Council of International Schools (JCIS), EARCOS, AAIE and WIDA.

# What We Are Looking For

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We are looking for teachers and staff who share our values.

All members of the Nishimachi community, including students, teachers, support staff, parents and the larger community, are part of the continuous process of growth and learning. We are all learners and we all realize the value of the Nishimachi Learner Expectations.

Nishimachi learners will know, care, and take action to bring value to others and make a positive impact in the world. They will do this through ethical actions and leadership that empowers and inspires others, and through strong collaboration and communication. They will think flexibly and resourcefully and be proactive, reflective and accountable for the decisions they make. They will think globally, understand other cultures, value difference and show compassion.



# Child Protection at Nishimachi

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At Nishimachi, we are committed to providing and maintaining a safe school environment for all of our students. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to the highest standard of effective recruiting practices with specific attention to student protection.

All applicants for positions at Nishimachi are asked to provide/verify appropriate student protection or "working with children" certification as part of their application.

All staff must complete Student Protection training and sign the Employee Code of Conduct annually.



# Living in Tokyo and Japan

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Japanese culture is famous and unique. Iconic landmarks, a rich history, and sensational cuisine make Tokyo and Japan a must see destination for most travelers.

The city of Tokyo is clean, safe, organized and orderly. Restaurants can be found everywhere, with all world cuisines represented. Tokyo's nightlife is vibrant, with many options available. Within one of the most modern cities in the world, there is a rich history that can be experienced at any moment.

The transportation system is perhaps the most efficient in the world. No fewer than 158 train lines, many underground, crisscross the city, making travel quick and easy. Trains, subways and buses are clean and safe with signage in both English and Japanese. The school is within walking distance to three major train lines.

Many domestic destination spots are only a few hours away from Tokyo, including beaches, skiing and beautiful historic cities such as Kamakura, Kyoto and Nara.

Tokyo is rated one of the most livable cities in the world on a number of reputable scales, including The Monocle 2017 Quality of Life Survey, which rated Tokyo the number 1 city in the world for the third year running. In the Economist's Worldwide Cost of Living 2018 Report, Tokyo was rated 11th most expensive city in the world, but still rated 8th in the world in the Economist's Global Livability Index. There is wide access to imported goods from most countries.

Tokyo has just hosted the 2019 Rugby World Cup and is counting down to hosting the 2020 Olympic Games.



# Director of Advancement - Position Summary

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**The role of the Advancement office is to promote the School's mission through the planning and implementation of the school's development and external relations programs.**

**Scope:** The Director of Advancement, part of the school's senior management, will report to the Head of School and is responsible for advancing the mission of the school. This director will oversee and manage all areas of advancement, including building and maintaining annual capital and endowment fundraising efforts, marketing, public relations, alumni relations, parent programs, internal staff communication, special events and publications.

Nishimachi will be embarking on a major high school expansion project and the Director of Advancement must have experience managing and executing a major capital campaign.

**Supervises:** Marketing and Communications Manager, Development and Alumni Relations Assistant

**Reports to:** Head of School

**Timeline:** Position to begin August 1, 2020

**Application:** Please send a cover letter, resume and three references to Karen O'Neill, Head of School at [koneill@nishmachi.ac.jp](mailto:koneill@nishmachi.ac.jp)

# Director of Advancement - Major Responsibilities

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## Fund-raising

- **Annual Giving:** Plan and implement all facets of the annual giving program, including marketing requirements, volunteer recruitment, donor identification, volunteer and donor recognition, and gift administration
- **Corporate and Foundation Solicitation:** Manage, market, and implement all aspects of the Corporate Contribution Program (CCP) in coordination with the Director of Business Operations (DBO)
- **Capital Campaign:** Advance capital campaign objectives with the Head of School, selected Board/Trustee/Community members and DBO. Build and maintain donor base. Develop appropriate metrics to measure the success of engagement strategies
- **Endowment Program:** Evaluate, plan, and implement solicitation for endowments and seek opportunities to establish new endowments based on the school's needs and the propensity of donors

## Public Relations

- **Constituent Relations:** Develop and actively promote the school image positively within and outside of the Nishimachi community
  - **Nishimachi-Kai Relations:** Oversee and monitor those programs designed to serve alumni, parents of alumni, former faculty and staff, and friends of Nishimachi in order to further the relationship with the school
  - **Tomo no Kai Relations:** Oversee parent group, making certain all activities follow the school's mission and operate in concert with other school groups and activities

## Marketing

- **Strategy development:** Development of internal and external marketing and branding strategies
- **Planning:** Development of annual marketing plan
- **Publications:** Oversee the design, writing, and publication of all school publications, including The Internationalist, Nishimachi Annual Report, school wall calendar, Nishimachi-Kai (alumni community) newsletter, press releases, fund-raising and student marketing promotional pieces, and other publications as necessary; maintain historical records

## Auxiliary

- **Nishimachi Foundation Management:** As secretary of Nishimachi Foundation, assist the Foundation president in planning and coordinating meetings and work of Nishimachi Foundation
- **Special Events:** Plan, organize, implement and develop special projects in line with our fundraising goals. This includes existing events such as Nishimachi-Kai (Alumni) BBQ, the Outreach Scholarship Golf Tournament, Outreach Scholarship Walkathon, and special anniversary projects

# Director of Advancement - Qualifications

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- Bachelor's degree, MBA or other advanced degree preferred
- Minimum 10 years of experience, preferably, but not limited to, work in advancement and/or marketing at an independent school
- Strong oral and written communication skills
- A strategic mindset with solid planning skills
- Analytical and accustomed to working with spreadsheets and data
- A strong foundation in the financial aspects of fundraising and marketing
- Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, and to prioritize work
- Positive attitude, relationship-building skills, a high-level of self-motivation, and a strong, responsible work ethic
- Ability to work independently and as part of a team, to think ahead, and be a problem-solver
- Willingness to travel and work occasional evenings/weekends as necessary
- Experience working in Japan with companies and foundations preferred
- Bilingual in English and Japanese preferred