

## **Community Engagement Coordinator**

Part-Time (80%)

Whole School Position

Job Description

**General Description:** The Community Engagement Coordinator will actively contribute to the successful functioning of the Community Engagement Office and ensure that ISZL can reach long-term and annual fundraising goals. The position is responsible for key stakeholder data; ensuring all stakeholder records are up-to-date and gift acknowledgements are conducted in a timely manner. Furthermore, the position is responsible for ISZL's Alumni community engagement and involvement in addition to supporting ISZL's annual giving and fundraising activities.

**Reporting to:** Director of Institutional Advancement

### **Areas of Responsibility:**

#### **Database**

- Responsible for managing all stakeholder records in Etapestry to ensure at all times an accurate and complete database
- Coordination with Admissions and team members of the IT Department and Business Office for data flow and updates.
- Drive and develop the database and train users; be the primary liaison with Blackbaud and within ISZL

#### **Gift Processing and Tracking**

- Produce all solicitations and reports associated with our engagement 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

#### **Annual giving and fundraising activities**

- Nurture the Fund for Excellence (FFE) and its supporters through regular appeals and communication. Coordinate the evaluation process for the FFE with all internal stakeholders and be responsible for the monitoring of financed projects.
- Administrative focal point for the Corporate Partners Agreements and work closely with Head of Admissions and Director of Institutional Advancement
- Provide support to Director of Institutional Advancement for the development of the capital campaign
- Prospect Research which includes overseeing constituent, foundation and corporate research, preparing briefings for School Director and Director of Institutional Advancement

### **Alumni Relations**

- Drive the further development of a Alumni involvement strategy
- Maintain, build and grow alumni engagement through direct outreach, communication and be responsible for identifying alumni ambassadors and leaders

### **General Administrative Support**

- Assist with and/or attend events and projects, including events on evenings and weekends, as required and may include short distance travel
- Develop positive relationships with ISZL community members and be a positive, public face of the school
- Ensure compliance with donor and GDPR requirements in all fundraising activities

### **Requirements:**

- Minimum of 3+ years fundraising or engagement experience in a non-profit organisation
- Knowledge and experience of planning and running fundraising or engagement campaigns or strategies
- Understanding of databases, donor prospecting and moves management
- Ability to interpret and prioritise data from various sources, analyse findings and present them clearly and accurately
- Exceptional organisational skills, attention to detail and highly reliable
- Deadline oriented with the ability to prioritize competing tasks and work on multiple projects in a very passionate team environment
- Excellent communication skills (both written and verbal) in English language (German is an added value) and interpersonal skills
- Self-starter with a demonstrated ability to work in a team to achieve common goals
- Passionate about continuous learning and professional development
- High professional and ethical standards
- Ability to work evenings and weekends as needed in support of Advancement initiatives and events

### **Application Process**

Interested applicants are asked to email a resume and letter of interest to [employment@iszl.ch](mailto:employment@iszl.ch) (Cristina De Barrio, Human Resources) with a subject heading of "Community Engagement Coordinator". Applications will continue be accepted until the position has been filled.