

POSITION: Chief Advancement Officer

REPORTS TO: Head of School

CONTRACT TERM: 3 School Years (2023-2026)

We reserve the right to end the recruitment process once a suitable candidate is found.

Under the direction and supervision of the Head of School, the Advancement Director is primarily responsible for overseeing the fundraising program in the Advancement Office's pursuit of the school's mission, vision, values, and dreams by planning, guiding, and evaluating the advancement efforts of the school in marketing, fundraising, and public relations.

As the first Chief Advancement Officer, he/she will develop a schoolwide culture of philanthropy based on cultivation, engagement, and relationship building. The CAO will need to create a strategy that reaches across a diverse and varied constituency to create a significant and sustainable culture of philanthropy in an international school community. Community outreach will remain essential in creating a comprehensive case for support and matching new and existing donors with the right giving opportunities at JIS.

The CAO will build an advancement approach that consists of annual funds, major gifts, capital projects, naming projects, and other best practice fundraising approaches. Community outreach is important in developing, building, and sustaining fundraising at JIS. The CAO will work in conjunction with the Communications/Marketing officer, focusing on storytelling, marketing, and building upon the JIS brand.

The Chief Advancement Officer will report directly to the Head of School and serve as a member of the leadership team. They will build an Advancement Office and be responsible for fundraising activities and constituent relations. The CAO will also work in close partnership with the Communications/Marketing Office and the Admissions Office.

QUALIFICATIONS AND EXPERIENCE

- MA or MEd degree preferred/degrees in Finance, Business, or Marketing
- Minimum 5 years of experience as a CAO or Development Officer in an educational institution or similar organization
- Development experience including managing the full scope of development functions, including information services, annual gifts, major gift campaigns, and stewardship
- Demonstrated track record of strong leadership that is entrepreneurial, flexible, responsive, and diplomatic, including a track record of leading, managing, and developing a team
- Demonstrated evidence of their ability to fundraise substantially and build a fundraising culture in the school
- International school experience preferred, with marketing expertise
- Ability to build teams, including school and community partnerships
- Effective interpersonal, communication, and collaboration skill
- A strong record of soliciting foundation, corporate, and individual support
- Excellent verbal and written communication, presentation, and public speaking skills; ability to represent JIS in public forums
- Understanding of International Education
- Familiarity and comfort with Asia and the Asian philanthropic community

RESPONSIBILITIES

- Develop the culture of JIS being a fundraising school
- Establish a fundraising office as a vital part of the school and hire members to join the team
- Establishing the Advancement Office as a vital, respected contributor to the life and well-being of the JIS community
- Forming deep and effective working relationships with the Head of School, Board, and fellow administrators
- Provide leadership to the Advancement Office and Advancement Committee of the School's Board of Managers
- Creating a major gift mindset utilizing Board and Foundation members as cultivators/solicitors and predicated on sound data, research, and targeting
- Plan and lead the work of intensive capital fundraising, including endowed gifts and all major gift fundraising activities of the school
- Enhance efforts in prospect research, major gifts, and stewardship
- Personally cultivate and solicit major gifts
- Collect, analyze, and manage Advancement data systems
- Oversee all development and constituent relations activities at the school
- Represent the Advancement Office and JIS both within and outside of the school community
- Furnish support and direction to the Head of School, School Board, Foundation Board, and volunteers for all outreach activities
- Working with Parent organizations (PTA and Boosters) and aligning fundraising efforts
- Meaningfully engage alumni with today's school; strengthen and renew relationships with past parents
- Form deep working relationships with the Director of Admissions, the CFO, and the Director of Communications
- Prepare and monitor the annual budget to ensure that sufficient funding is allocated and approved for various operations and that overall operations are executed within budget
- Work as part of the JIS Schoolwide Leadership Team to collaboratively develop and lead policy and strategy, and guide the direction of the school
- High-level interpersonal skills, including demonstrated relationship building, influencing, and negotiation skills with the ability to interact with individuals at all levels in a multicultural environment
- Well-developed capacity to manage a range of internal and external stakeholder relationships and respond appropriately to competing demands and interests
- Strong interest in and passion for developing collaborative multidisciplinary working relationships and the social networks central to innovation and entrepreneurship, including the ability to coordinate relevant committees and work with all constituent groups

TERMS OF EMPLOYMENT

The successful candidate will be offered a three-year initial administrative contract, with subsequent year-to-year contracts dependent upon demonstrated achievement towards annual goals.

TO APPLY:

Interested candidates should submit the following materials as separate PDF attachments in one email to leadershipapplicant@jisedu.or.id.

- Cover letter expressing interest in the Chief Advancement Officer position
- Current resume
- List of five references with name, phone number, and email address of each (references will not be contacted without the candidate's permission)