

Community Engagement Coordinator

Whole School
Job Description

Our Mission

We are a community of learners determined to make the world – or our corner of it – a better, kinder place. We reflect our values in everything we do so that we make the most of opportunities and challenges in a spirit of enthusiastic inquiry

Our Vision

We help every student turn learning into action, creating opportunities for students to stretch themselves further and achieve more than they believe possible.

General Description

The Community Engagement Coordinator serves as a member of the Advancement Team. In this role, the person 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 Community Engagement Coordinator is responsible for key stakeholder data; ensuring all stakeholder records are up-to-date and gift acknowledgements are conducted in a timely manner. Furthermore, they are responsible for ISZL's Alumni community engagement and involvement in addition to supporting ISZL's annual giving and fundraising activities. The Community Engagement Coordinator reports to the Director of Institutional Advancement.

The Community Engagement Coordinator is expected to:

Database

- Manage all stakeholder records in Etepestry to ensure at all times an accurate and complete database
- Coordinate 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.
- Be the administrative focal point for the Corporate Partners Agreements and work closely with the 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

- Helping to coordinate the schools charities including scanning of new charities and ensure regular communication and reporting to the community

Alumni Relations

- Drive the further development of an Alumni involvement strategy
- Maintain, build and grow alumni engagement through direct outreach, communication, events 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 which may include short distance travel
 - Develop positive relationships with the ISZL community members and be a positive, public face of the school
 - Ensure compliance with donor and GDPR requirements in all fundraising activities
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Required and Preferred Qualifications

- 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
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Compensation

Compensation for this position will be commensurate with the responsibilities of the position and is very competitive globally.

Application Process

- Submit one PDF with a letter of interest and CV via the application link found in the Employment section of ISZL's [website](#)
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Key ISZL Reference Documents

- [Guiding Statements](#)
 - [Learning Principles](#)
 - [Inclusion Policy](#)
 - Visit the Employment section of ISZL's [website](#) for more information
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Child Protection

ISZL is committed to the use of the International Task Force on Child Protection screening and assessment practices for schools for all hiring processes.