

Chief Advancement Officer

Job purpose (Overview)

The Advancement Director will lead and oversee all aspects of fundraising and strategic partnerships for our The Harbour School. This individual will play a critical role in ensuring the long-term financial stability of the school while fostering a culture of philanthropy and engagement within our community. The ideal candidate will have a proven track record of success in fundraising, excellent communication skills, and a passion for education.

Key Duties and Responsibilities

- Collaborate with the school administration, board of trustees, and other stakeholders to establish and prioritize fundraising goals and objectives.
- Plan and implement a comprehensive annual fundraising plan targeted to different donors such as strategic partners, alumni, parents in support of school development.
- Cultivate and maintain strong relationships with current and prospective donors, alumni, and community partners to secure financial support and increase engagement.
- Responsible for the planning and execution of fundraising events in terms of PR, media advertising and onsite support.
- Formulate fundraising correspondence policies for sustainable fundraising development.
- Identify, research, and write grant proposals and presentations to secure additional funding from foundations, corporations, and government agencies.
- Provide financial projection, planning and actual update to review the effectiveness of projects.
- Ensure accurate and timely record-keeping of all donor information and gift acknowledgements in compliance with applicable laws and regulations.
- Collaborate with the school's Development Team to build strong brand awareness and to create and disseminate promotional materials for fundraising campaigns and events.

Required Qualifications

- University degree in marketing, communications public relations, or a related field
- Excellent written and verbal communication skills, with the ability to engage and inspire diverse audiences.
- Proven ability to develop and maintain strong relationships with donors, alumni, and community partners.
- 5 years experience in fundraising or a related field, with a demonstrated track record of success in achieving fundraising goals (school experience is preferred but not required)
- Expertise in grant writing and the grant application process.
- Excellent command in written and spoken Chinese and English
- Commitment to the mission and values of The Harbour School and the ability to articulate these values persuasively to external audiences.

Reports To

- Managing Director



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Application

If you are interested in applying for the post, please complete the [application form](#). Personal data collected will be used for recruitment purposes only.

Safeguarding

The Harbour school is committed to safeguarding and promoting the welfare of children. All posts at the school are subject to rigorous background checks.