



INTERNATIONAL SCHOOL OF THE SACRED HEART
Communications and Fundraising
Job Posting

Job Title: Communications and Fundraising Manager
Reports to: Head of School
Terms: Part-time staff position

[International School of the Sacred Heart](http://www.isssh.ac.jp) in Tokyo is searching for a part-time Communications and Fundraising Manager who is keen to work collaboratively with our school community to advance communications and support the school's strategic vision. This position will begin August 1st.

Qualities necessary for this position:

- ❖ Outstanding relationship building and interpersonal skills required to build and maintain trusting relationships with and beyond our diverse community.
- ❖ An appreciation of and ability to operate within the complexity of our western international school that is within our Japanese Sacred Heart culture.
- ❖ Fluency in English and Japanese.
- ❖ Computer literate and able to learn to use school software programs
- ❖ Excellent communication and presentation skills; listening, verbal and written.
- ❖ Excellent planning and organization skills.
- ❖ Detail-oriented with proven ability to be flexible and adaptable when required.
- ❖ Proven experience taking initiative, and an ability to work independently with a strong appreciation for collaboration and teamwork.
- ❖ Ability to engage media, to understand and share the ISSH story, prepare content for the website and social media.
- ❖ Ability to listen and think critically about human dynamics.
- ❖ Post-secondary degree and if possible, experience in education.
- ❖ A desire to promote the Sacred Heart mission within and beyond our current community.

To apply:

Please send a letter of interest, and a resume that includes three references to: info@isssh.ac.jp with the

Subject: **Communications and Fundraising Manager position.**