

POSITION: Advancement Executive Assistant
REPORTS TO: Chief Advancement Officer
CAMPUS: Cilandak/Advancement Office
START DATE: July 15, 2024

PURPOSE

The Advancement Executive Assistant will assist the Chief Advancement Officer in achieving the goals of the Advancement Program. The Program aims to leverage community connections and partnerships to support the School's strategic vision through fundraising efforts.

The role encompasses building community relationships, managing communications, coordinating projects, and organizing events. It requires strong database management skills, including the ability to develop and maintain efficient systems, analyze data, generate insightful reports, and conduct thorough independent research.

The Adv Exec Asst collaborates closely with the Alumni Program Coordinator and operates under the direction of the Chief Advancement Officer.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree from an accredited institution.
- Minimum of five years of experience in project management, marketing, or related fields, with at least three years in a relevant role.
- Proficiency in Microsoft Office and Google Suite essential, and experience in working with CRM Database systems preferred.
- Fluent in English and Bahasa Indonesia.
- Strong analytical thinking and ability to generate insights from complex data to support both project and strategic planning.
- Excellent organizational skills with meticulous attention to detail in handling confidential research information and complex data.
- Ability to identify and present compelling stories of impact to drive engagement.
- Proficient in written and verbal communication, with experience in report writing and delivering presentations.
- Proven ability to work independently and collaboratively in diverse teams to guide decision making and achieve common objectives.
- A high level of flexibility and a solutions-oriented, positive mindset.
- Self-driven with a proactive approach and demonstrated maturity in decision-making.
- Ability to handle sensitive issues with confidentiality and discretion.
- Strong interpersonal skills with the ability to establish and maintain effective relationships with individuals from diverse cultural backgrounds, showing sensitivity and respect.
- Clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

- Provide comprehensive support to the Chief Advancement Officer, including:
 - Managing office administration tasks such as budget monitoring, scheduling meetings, and making travel arrangements.
 - Creating communication materials for meetings and taking minutes as required.
 - Managing follow-up actions resulting from meetings.
- Support the implementation, growth, and strategic utilization of the CRM Database by:
 - Ensuring quality data gathering, entry, and reconciliation.
 - Conducting independent research to gather relevant project and stakeholder information.
 - Summarizing and recording key information in compliance with data privacy best practices.
 - Maintaining rigorous database management discipline following established protocols.
 - Utilizing advanced data manipulation skills for reporting and data interrogation across multiple datasets.

- Assist in the planning and execution of fundraising and community events, including:
 - Contributing to event concept development, hosting, and post-event follow-up.
 - Demonstrating outstanding attention to detail and impeccable project management skills.
- Support various projects resulting from institutional fundraising efforts, including:
 - Liaising with cross-departmental and external stakeholders.
 - Organizing documentation, record-keeping, and evidence gathering.
 - Managing project budgets effectively.
- Collaborate with the Communications Team to manage program communications across multiple platforms, including social media, the website, newsletters, and external publications.
- Provide planning, organizational, and liaison support for JIS Scholarship Programs, including:
 - Assisting with outreach efforts to attract a high-quality, mission-aligned student applicant pool.
 - Supporting alumni scholars and their families within the JIS community.
 - Documenting, reviewing, and updating School Operating Regulations to support the program.
 - Monitoring funds and compiling year-on-year data for reporting purposes.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflecting in all aspects of work.
- Perform other related duties and responsibilities as assigned by the Chief Advancement Officer, including additional projects when necessary.

TO APPLY

Please send your cover letter, resume and 3-5 list of professional references to recruitment@jisedu.or.id