ST. JOSEPH'S INSTITUTION INTERNATIONAL

St Joseph's Institution International is a Catholic and Lasallian school that provides a quality international education to a diverse student body, rooted in the community of Singapore. We are seeking a dynamic, experienced, conscientious and proactive individual to join us as:

Senior Advancement Executive

Overview

The Senior Advancement Executive is a pivotal role in the Communications, Marketing and Advancement (CMA) Division, responsible for driving the school's philanthropic culture and development strategy. Reporting to the Manager of Development and Alumni Relations , this role leads the execution of key fundraising programmes, donor relations, and impactful communications to secure vital resources that directly benefit the mission and students of SJI International.

Key Responsibilities

Fundraising, Donor Relations and Stewardship

- Contribute to the planning and lead the implementation of assigned components of the school's fundraising programmes, including annual giving, endowment, capital campaigns, and special projects.
- Contribute strategic input in developing and implementing fundraising strategies to cultivate and secure funding from the SJI International community and friends of the school.
- Manage and execute comprehensive donor relations and stewardship activities, ensuring a consistently meaningful experience for all philanthropic partners.
- Maintain the highest standards of donor record accuracy and data integrity within the school's database and Advancement CRM.
- Coordinate and execute advancement events in partnership with the Manager, including large-scale annual events and smaller, targeted donor cultivation gatherings.
- Analyse fundraising progress by developing and running project, monthly, quarterly, and annual reports, and manage year-end financial reconciliation and reporting.
- Achieve and exceed established fundraising targets, with primary focus on the Annual Giving Programme.

Fundraising and Donor Communications

- Compile information necessary to report on the use of gifts, and lead the production of impactful donor and board reports.
- Develop and write compelling fundraising content, including campaign proposals, presentations, and vital impact stories and collateral.

- Collaborate with internal stakeholders (e.g., faculty, students) to conceptualise and produce engaging communications collateral for all fundraising and donor relations activities.

Data Management and Operations

- Draft and implement processes, workflow, and Standard Operating Procedures (SOPs) for best practices in fundraising and donor relations.
- Manage the integrity and security of the school's donor database, ensuring all donor records are accurate and up-to-date.
- Execute routine reports and complex queries in the database to meet the Advancement team's needs for segmentation and analysis.
- Manage regular reporting and analysis of giving trends to inform strategic reports and track programme progress.
- Ensure compliance with donor intent and data protection regulations in gift administration.

Administration and General Support

- Manage all routine queries from current and prospective donors, providing high-quality support and contributing to continuous process improvements.
- Plan and manage the budget for events and departmental activities, tracking expenses and reconciling accounts.
- Undertake any other duties as reasonably assigned by the Manager of Development and Alumni Relations.

Qualifications and Skills

Experience and Education

- Minimum of 3-5 years of progressively responsible experience in fundraising, development, donor relationship management, or a closely related field.
- Relevant qualification (e.g., Diploma or Bachelor's Degree) in Communications, PR/Marketing, Journalism, or an equivalent discipline.
- Proven experience working in a deadline-driven environment with the ability to manage and coordinate multiple concurrent projects.
- Highly desirable: Experience with or the ability to quickly master donor management software, such as Raiser’s Edge, Blackboard, ThankQ, or ToucanTech.

Core Skills and Competencies

- Exceptional communication skills, both written and verbal, with the ability to craft professional and compelling narratives.
- Flawless attention to detail and a commitment to accuracy in all administrative and financial matters.
- Strong competency in core computer skills, including word processing, spreadsheet applications, and electronic communications.

- Experience editing and producing impactful publications, website content, and social media content.
- A high degree of personal accountability and a proven ability to collaborate effectively across diverse teams.

Personal Attributes

- Enthusiastic with a proactive, can-do attitude, strong interpersonal skills, and cultural sensitivity.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to his classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Date of production of this document	9 October 2025	Date for next review	