



Associate Director – Annual Giving

The French American International School is a PK-12 independent school in San Francisco. Founded in 1962, the school has grown from a small French bilingual academy to a multicultural, multilingual educational institution with close to 1,100 students across an urban campus in the heart of the City. Guided by the principles of academic rigor and diversity, the French American International School offers programs of study in French and English to prepare its graduates for a world in which the ability to think critically and to communicate across cultures is of paramount importance. Our international community brings together people from many backgrounds. Together we strive to create a shared culture that develops compassionate, confident and principled people who will make the world better. We base our community on these values: **Respect, Integrity, Inclusion, Collaboration, Curiosity.**

Position Overview:

Reporting to the Director of Advancement, the Associate Director is a high-profile position that offers an opportunity for close, collaborative work and problem-solving with a small team of dedicated and dynamic development professionals.

Key Responsibilities

- Work with current annual giving plan for FY 2019/2020
- Maintain the Annual Fund calendar for all annual fund solicitations by targeted constituency
- Implement best practices and innovative tactics to improve annual giving among parents, alumni and other supporters
- Solicit and secure gifts from individuals at leadership levels
- Create Annual Fund guidelines and training material for volunteers
- Work with Annual Fund Committee Chairs, and Annual Fund Volunteers to increase parent and alumni participation and size of gifts
- Run Annual Auction
- Work with the Director of Advancement, and the Auction Committee Chair, to set auction goals for the annual gala
- Along with Auction Committee Chair, and volunteers secure gifts and items for the auction
- Coordinate with the Director of Advancement to set the overall advancement goals
- Actively manage a portfolio of leadership level Annual Fund donors
- Train and educate parent and alumni volunteers on the Annual Fund Committee
- Monitor and report on annual giving progress and provide evaluation and analysis of current solicitations, pipeline cultivation and stewardship in association with annual giving
- Work with the marketing team to create annual giving documents and collateral
- Coordinate pledge fulfillment and gift acknowledgments with the advancement team
- **Additional responsibilities as required**

Qualifications

- Bachelor's Degree required and at least 5 years of work experience development with demonstrated success in leading and growing annual giving program.



- Solid working knowledge of fundraising databases, preferably Raiser's Edge.
- Excellent attention to detail and strong organizational skills
- Capable of managing multiple projects, priorities, and deadlines
- Exceptional verbal and written communication skills
- Experience with relationship cultivation
- Professionalism with all levels of staff, management, donors and committee Chairs
- Available for occasional travel, night and weekend events
- Ability to work in fast-paced, flexible, team environment
- Long-range strategic thinking skills
- Optimistic attitude, positive spirit and professional demeanor
- Discretion while working with confidential and sensitive information
- Proficiency with Excel and other Microsoft applications (Word, PowerPoint, Outlook), and basic office equipment

Benefits

- Medical, Dental, Vision
- 403B - 5% match after 2 years of service
- Commuter Benefits
- LTD
- 2 weeks Vacation to start
- 2 Personal days
- 10 Sick days
- 10 Paid Holidays
- 2 Weeks off During Winter Break

EQUAL EMPLOYMENT OPPORTUNITY POLICY

French American International School is committed to providing an open, fair, inclusive, non-discriminatory environment for all individuals across differences of race, religion, sexual orientation, gender identity, national origin, socio-economic status, ethnicity, age, physical ability, or medical condition. We seek to increase the presence, representation and inclusion of U.S. historically under-represented people of color, international, bilingual and bicultural students, faculty and staff; and, to provide an environment that will attract and retain individuals identified as lesbian, gay, bisexual, transgender, queer, questioning and intersex (LGBTQQI)

"To apply send resume and cover letter to stephend@frenchamericansf.org