

Job Posting

ADVANCEMENT MANAGER (OUTREACH AND DEVELOPMENT)

The German International School Washington D.C. is seeking an experienced Advancement Manager for its bilingual Preschool to 12th grade school located in Potomac, MD. Reporting to the Business Director, the Advancement Manager will lead the School's development and fundraising efforts inside and outside the school.

OPENING:

Immediate

GENERAL INFORMATION:

This position is full-time and exempt

DESCRIPTION:

The Advancement Manager:

- Together with the Board, the Head of School and the Business Director, and in accordance with the Strategic Plan, cultivates and maintains effective relationships with potential public and private partners and with local communities and leadership
- Conceives and implements a plan to attract corporate sponsors and donors and develops other fundraising initiatives
- Manages, maintains, and updates a database of all donors, prospects and alumni as well as foundations/corporations
- Oversees the annual giving campaign and other school development functions
- Collaborates with the Admissions & Enrollment Coordinator with a specific focus on consistent messaging inside and outside the school community
- Develops and maintains an alumni network, with the goal of increasing alumni involvement and financial support for the school
- Reports and communicates with Head of School, Business Director, and Board on development initiatives and progress/results

REQUIREMENTS:

- At least 7 years of experience and a proven track record of marketing and promoting growth at a non-profit entity, ideally a multi-cultural pre-K-12 educational organization
- A Bachelor's Degree from an accredited university; an advanced degree in business or related field preferred
- Familiarity with German culture; fluency in English and German preferred
- Familiarity with the needs and challenges of independent schools
- Excellent written and verbal communication skills (including public speaking)
- A track record of working cooperatively in a team and facilitating consensus based decision-making
- Highly organized with great attention to detail
- Proven ability to develop meaningful relationships with diverse stakeholders

	<p>including executive level representatives of potential donors</p> <ul style="list-style-type: none">• Minimal travel; attendance required during some evening and weekend events and meetings• Authorized to work in the U.S. for any employer
To Apply:	Please submit your application to jobs@giswashington.org .

Potomac, February 2020