Job Description – Director of Advancement

1. Position Objective

The Director of Advancement will manage campaigns and fundraising programmes with a focus on achieving the goals and strengthening the organisation’s philanthropic involvement within the community. The successful candidate will be responsible for identifying, initiating, cultivating, and managing direct solicitations to individuals, corporations and foundations in support of the Generations Christian Education (GenCE) Family of schools. This position is strategic in nature and will focus on the future and growth of Advancement at GenCE, as aligned with our vision, mission and values.

2. Reporting To

Director of Advancement reports to the Executive Director or their delegate.

3. Key Responsibility Areas

The duties/responsibilities relative to this position include, but are not limited to:

**Fundraising and Campaign Management 50%**

- Provide leadership, vision and direction to the fundraising efforts of the Organisation and its Schools
- Oversee the planning and effective implementation of any capital campaigns or project related fundraising
- Support and guide the Executive Director and the Board of Directors, including the Board Advancement Committee, on major fundraising efforts and initiatives
- Cultivate and solicit major gift donors and attend strategically important donor visits and calls
- Generate $1-3 million annually in signed, documented commitments
- Manage prospect identification, qualification, cultivation and solicitation
- Work closely with the Finance Department on finance matters and revenue projections
- Prepare monthly reports for both the Advancement Committee and Board of Directors
- Provide regular reporting on all areas of campaigns with a strong public relations focus
External Relations 30%

- Build relationships with donors, parents, alumni, staff and faculty members, volunteers and other constituents to cultivate donor support and achieve GenCE’s fundraising goals
- Act as an ambassador for philanthropy within and among our schools’ communities

Internal Team Management 10%

- Oversee Community Relations Officer, volunteers and provide strategic coordination with others responsible for planning and executing fundraising events
- Collaborate and manage the activities of the Advancement team, including budgeting, programme direction, supervision and evaluation of assigned staff
- Direct the strategic vision for any new campaigns or giving programmes as well as monitor their progress

Relationship Building 10%

- Member of Senior Leadership Team
- Interact with the Executive Director, Principals at each School, Financial Officers, Marketing, Communications and/or PR Managers
- Build professional relationships with parents, parent ambassadors and donors

Senior Management Duties

- Assist the Executive Director in the development of the organisation, offering advice and support in all areas
- Attend relevant meetings as/if required, including Board Meetings, Senior Leadership Team meetings, the Board’s Development sub-committee meetings, and senior staff meetings
- Support and implement the Generations values, mission and principles

Other

- Carry out other duties and ad hoc projects as required by the Executive Director or their delegate.

4. Organisational Relationships

Internal Liaisons: Executive Director, Director of Administration, Director of Learning, Principals, Vice Principals and select Schools’ staffs.

External Liaisons: Current and future school supporters, other international schools, business agents, and other related person at the schools.
5. **Environment, Pace & Challenges**

- GenCE is a family of three schools, in four locations. We are expecting to expand into a 5th location by 2018
- Extremely fast paced and friendly environment where colleagues are helpful and collaborative and driven by their mission call in Christ Jesus
- Multiple priorities at any given time requiring a high-level of organization and time management
- High level of autonomy to complete required activities with the ability to make decisions

6. **Accountability & Extent of Authority**

The position holder must ensure that they operate in accordance with the specific objectives and strategies determined for the effective management of the group’s resources and ensure that decisions made by the position holder are subject to review by the Executive Director or their delegate.

7. **Skills, Knowledge & Selection Criteria**

The skills and knowledge required to perform the duties of the position are as follows:

- Meaningful experience in or knowledge of all key advancement areas (major and planned giving, annual fund and alumni relations)
- Previous experience developing advancement strategies that addresses the organisation’s short and long-term goals
- Excellent written, presentation, verbal and interpersonal communications skills
- Demonstrated success in exceeding fundraising goals, may include major gift solicitations
- Must maintain operating wireless service in order to carry out responsibilities associated with this position
- Familiarity with and/or a strong connection to the Generations Christian Education Family of schools is an asset
- Previous experience in an educational/school setting an asset
- Experience with MS Office, MS Publisher, other computer programs and Google applications are an asset
8. **Qualifications**

The qualifications and experience required for the position include:

- University degree in a related field
- Minimum of 3 years proven experience in a broad range of fundraising and advancement responsibilities with successively high levels of achievement (preferably with 1 year in a leadership role)
- Having valid experience within an international school environment would be an advantage

9. **Management Skills**

The required management skills include the ability to:

- Ability to lead, manage and evaluate a team of direct reports
- Outstanding work ethic and initiative
- Experience leading a successful major campaign
- Work effectively and independently
- Both lead and work with others in achieving common organisational goals
- Effectively manage time, set priorities and consistently meet targets

10. **How to Apply**

Qualified candidates should apply by submitting an application on the “Working with Us” page of GenCE website at www.generations.edu.hk.

We thank all candidates for their applications; however, only those selected for an interview will be contacted.

11. **Conditions of Employment**

The conditions of employment for this position include:

- Per individual contract