

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: DIRECTOR OF DEVELOPMENT

CONTRACT DAYS: 210 days

POSITION SUMMARY:

The Director of Development is responsible for the advancement and implementation of a multifaceted development program at SAS that includes the development of strong alumni relations, as well as the design and execution of fundraising campaigns, community engagement programs, and supporting events.

SUPERVISED, EVALUATED BY AND REPORTS TO:

- Head of School

QUALIFICATIONS:

- BA degree or higher in Marketing, Communications, Business, Education or related field.
- Prior experience with fundraising programs or related experience in not-for-profit organizations.
- Excellent communication skills in English and Mandarin.
- Detailed knowledge and experience in planning, coordinating and hosting events.
- Exceptional interpersonal skills and emotional intelligence.
- Ability to develop and maintain strong collaborative and effective working relationships with the school community.
- Commitment to SAS's mission and programs.
- Willingness to work days, evenings and/or weekends as necessary.

PERFORMANCE RESPONSIBILITIES:

- Develop guidelines and provide overall direction for all development activities.
- Work collaboratively to design annual development plan and implement all related activities.
- Effectively implement fundraising programs that may include: annual giving, special fundraising projects, major donor campaigns, growth of endowment fund, donor recognition programs, donation in-kind initiatives, and others as appropriate.
- Promote and manage alumni relations efforts.
- Develop, organize, implement and promote events and activities to build community and support of school programs such as the Gala for the Arts, Alumni Reunions, and donor recognition opportunities.
- Maintain positive public relations with student, parents, teachers, media and community volunteers.
- Coordinate the efforts of volunteers and committees for various events and programs as needed.
- Support and guide the work of the Board of Trustees in terms of fundraising policies and building and maintaining relationships with major and individual donors.
- Administer funding and selection processes for special programs supported by philanthropy such as Artists in Residence or Starr Foundation Scholarships.
- Coordinate with Friends of Shanghai American School Foundation for oversight of all raised funding housed therein.
- Oversee use of funds raised and collected in China in conjunction with Finance Department for designated projects and general use.

- Attend meetings of committees and other work groups as requested by the Administration as part of the General Leadership Team.
- Perform other duties as assigned by the Head of School

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contribution is not limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.