



INTERNATIONAL SCHOOL OF TUCSON
1701 EAST SENECA ST.
TUCSON, AZ 85719
520.406.0552
WWW.ISTUCSON.ORG

Director of Advancement

The International School of Tucson is a unique, inclusive, non-profit school which provides a high-quality nursery program, full language immersion (French, German, Spanish, Chinese) preschool and kindergarten, and a dual language immersion elementary and middle school. We pride ourselves on being innovative- offering a developmentally appropriate, friendly, and fun learning environment and involvement with all the cultural and global activities which form the premise of our school.

Reporting to the Head of School, the Director of Advancement is responsible for providing innovative and strategic leadership for institutional advancement. The Director of Advancement is responsible for managing and planning efforts in marketing and communications, development and some oversight in admissions. The Director of Advancement articulates all campaign strategies, participates in the identification, cultivation and solicitation of fundraising prospects; oversees all advancement activities and acts as liaison for the School and the community.

Responsibilities

- Building a comprehensive fundraising program
- Partnering with staff, Board members and other volunteers to achieve fundraising goals
- Securing donors and providing strategies for donor prospects for the Head of School, and ensuring that timely steps are taken toward solicitation
- Launching an “Annual Fund” for the school
- Increase parent participation/donation through improved communication and education
- Working with the Board and Head of School to establish event- and campaign based fundraising strategies, policies and plans
- Strategizing community sources of funding through grants and corporations, both locally and nationally
- Collaborating with the Head of School to address the School’s various communications needs, such as:
 - Defining the vehicles for communicating with all constituent groups
 - Overseeing alumni and parent communications and providing vehicles for more effective Board and staff communication
- A deep respect for, and ability to articulate, the mission and core values of the International School of Tucson and commitment to academic excellence in an independent school education, along with the Board’s and Head’s vision on the strategic direction of the school

- At least two years of experience in development and experience in school advancement, formulating and executing successful ongoing fundraising plans, along with experience with larger capital campaigns *preferred*
- Collaborative skills to work effectively with the Head of School, Trustees, faculty, staff and volunteers along with the ability to maintain confidentiality and to exhibit good judgment in making decisions
- Proven ability to successfully fundraise
- Ability to direct strategy and nimbly course-correct as necessary
- Excellent written and oral communications, computer and research proficiency

Compensation/Benefits

The International School of Tucson offers a rich, nurturing environment, competitive salary and benefits, and a chance to make a difference in this important position.

Salary Range: \$45,000-\$60,000 per year

Interested Persons Contact: Jessica Palma, Head of School Palma@ISTucson.org

All inquiries and nominations are kept confidential. The International School of Tucson does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.