



[KARUIZAWA] Fundraising Officer - Full time

Job Information

Hiring Company

[UWC ISAK Japan](#)

Job ID

1481670

Industry

Education

Company Type

Small/Medium Company (300 employees or less)

Non-Japanese Ratio

Majority Non-Japanese

Job Type

Contract

Location

Nagano Prefecture, Kita-aku-gun Karuizawa-machi

Train Description

Shinano Tetsudo Line, Shinano Oiwake Station

Salary

3 million yen ~ 3.5 million yen

Refreshed

July 8th, 2024 09:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level (Amount Used: English usage about 50%)

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

UWC ISAK Japan is Japan's first fully residential international high school, established in 2014 with the aim of developing leaders who will make a positive impact on the world. In 2017, it became a United World College, of which there are now 18 around the world.

Our students come from 80 different countries, and we provide scholarships to 70% of them to create an environment that is uniquely diverse, in many different ways. UWC ISAK Japan is always filled with the energy of faculty, staff, students, and parents who resonate with the school's mission. Each member working here actively contributes to the development of the school by leveraging their own strengths and special qualities.

Expected Service Overview Summary:

The Fundraising Officer will actively engage in fundraising and related activities. The main aim is to keep positive relationships with all existing donors, explore new fundraising opportunities, and acquire new donors. The work base will be, ideally, on campus in Karuizawa, liaising closely with the Fundraising Officer based in Tokyo. This is an exciting role in a well functioning and highly motivated Advancement Team that is growing in size and capacity.

Scope of Services:

1) Fundraising Activities

- Join discussions for fundraising activities and proactively support new initiatives and fundraising campaigns by the Development Team;
- Work with the Fundraising Officer in approaches to existing donors and new donors (individuals and corporate);
- Explore new fundraising opportunities for High School programs and Short Course programs (Summer and Winter Schools);
- Help to set fundraising targets for the year, help strategize how to reach these, and then participate in reaching these goals;
- Take on and steward agreed donor partnerships, with a view to deepening these donor relations;
- Become knowledgeable about current students and alumni, and gather intriguing stories of the community which could be presented to prospective donors and others, all the while liaising closely with the Alumni and Community Engagement Officer;
- Understand and help to communicate the significance of the fundraising program for Financial Assistance in the School;
- Answer phone inquiries about fundraising.

2) Relationship Management

- Understand the school's donor base and provide the necessary activities/support to keep up positive relationships with them;
- Preparation for donor events on campus and off campus, including setting up the site, meal/drink arrangements, and others required;
- Assist student selection for each event when necessary (choose appropriate students who can join the events and speak with the donors);
- Become familiar with the scholarship students who participate in the students/donors matching program and other programs set up by UWC International Office (Dare to Dream program), have them write regular reports to their sponsors and, when necessary, set up in-person meetings for the donors to meet the matched students;
- Assist in creating content (get student stories) and sending out newsletters, SNS, and email campaigns;
- Assist the Accounting Office with donor-related matters (payment requests, receipts, etc.).

3) Database Management

- Updating donor information regularly;
- Report creating.

4) Other duties

- Other duties may be assigned from time to time by the Head of External Relations, Head of School, or the Chair of the Board.

Required Skills**Skills and Qualifications:****Basic Qualifications**

- Bachelor's degree
- Experience in working in an international environment to deal with people from different backgrounds and cultural differences
- Being self-sufficient to work independently
- Team spirit and collaborative manners
- Creative and hands-on approach to establishing good examples.
- Project management or event management experience
- Attention to detail
- Flexibility in thinking and desire to take on new challenges

Minimum Qualification

- 3+ years' experience marketing for consumer-facing services
- Business level fluency in English and Japanese
- Outstanding communication skills (Most importantly, being a good listener)
- Ability to commute to campus in Karuizawa at least twice a month if working remotely

Preferred Qualification

- Ability to thrive and to stay positive in a fast-moving and ever-changing environment
- Experience launching a new project or business
- Experience working with younger generations

Salary and Benefits:

- Compensation range: 3,000,000 ~ 3,700,000 yen (salary commensurate to experience)
- Contract details: Full time
- Schedules: Regular working hours: Monday - Friday, from 8:30am to 5:15pm
- Workplace: Tokyo and UWC ISAK Japan campus in Karuizawa, Japan
- Sick Leave
- Benefits: Japanese private school health insurance, substantial annual paid leave, professional development opportunities, holidays

Safeguarding:

All employees at ISAK must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the ACE becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DSL immediately.

How to Apply:

Please submit the following documents to recruit@uwcisak.jp :

- Cover Letter
- CV (including any experience working in a residential environment)
- Note: The selected candidate will need to complete a criminal background check before the start of employment. UWC ISAK Japan will be responsible for the cost of the background check.

Company Description