Chinese American International School seeks an

Advancement Associate

*No Chinese language proficiency required.*

Full-Time, Non-Exempt position

**OPPORTUNITY**

The Advancement Office is seeking a dynamic fifth member to round out our small but mighty team. The Fundraising and Communications Associate plays an integral role — interfacing with data, supporting volunteers, writing copy for newsletters, planning events, coordinating mailings, and more! Each day is different and none of them are dull. If you love the mechanics of fundraising, working with a team, and are looking for a career in the fulfilling field of nonprofit administration, this might be the job for you! Located in the heart of San Francisco and accessible by public transportation, our pre-K through 8th grade independent day school relies on the vital funding raised with our annual fund, spring gala, and major gifts efforts. Spend each day knowing you’re making a difference — just bring your strong work ethic, desire to learn, attention to detail, and a great sense of humor!

**POSITION SUMMARY**

Strategize, coordinate, and manage key areas of the advancement program pertaining to fundraising analytics, event logistics, and communications. Partner with other members of the advancement team to support fundraising events, stewardship efforts, and communications and marketing endeavors.

**MAIN AREAS OF FOCUS AND RESPONSIBILITY**

- Implement and staff all fundraising and stewardship events, including annual auction
- Support Director of Advancement and Advancement Officer with annual fund coordination
• Assist Director of Marketing and Communications with school publications and communications
• Develop and implement an alumni relations program with input from and serving alumni representing each generation of graduates

SPECIFIC DUTIES
(Not limited to)

Fundraising Events
• Identify appropriate venues for fundraising and stewardship events, and liaise with site contact
• Arrange event logistics such as audio visual, set-up, catering, photography, and rentals
• Work on event invitations with team members, create invite lists using database, and organize mailing process
• Assist with volunteer recruitment, and organize volunteer committees to staff and assist with events
• After each event, update database records with each person’s attendance
• Support Director of Advancement in carrying out all aspects and logistics of annual gala auction, including:
  ○ Develop strategy for soliciting donations for online and silent auction, package and market donations for purchase.
  ○ Work with volunteers to select menu and specialty cocktail for event, and source decor
  ○ Identify and engage entertainment
  ○ Assist with marketing and communications of event

Communications
• Coordinate weekly email announcements newsletter
• Assist Director of Marketing and Communications with content research and writing for school website and social media
• Proofread publications
• Support production of annual Report of Giving

Annual Fund
• Coordinate mailing of appeal letters and follow up appeals
• Supply analytics and data for volunteers and board committees

Other duties as assigned by the Director of Advancement
BENEFITS  The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. As a critical component of our Strategic Vision, the school has committed to attracting, developing, retaining, and rewarding top-tier employees with a benefits package including:

- Competitive salary
- Robust opportunities for professional development, support, and growth
- Comprehensive insurance package (covering 100% of premiums for individual employee)
- Generous PTO and sick leave
- Down payment assistance for home purchase
- Below-Market Rental process assistance
- Realtor services provided for rental search
- The school contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)

ESSENTIAL SKILLS AND EXPERIENCE

- 1-3 years of work experience in nonprofit development, fundraising, marketing or events
- Bachelor’s degree in related field
- Demonstrated ability to succeed in a team environment
- Experience and comfort with data management and analytics
- Ability to think proactively and plan strategically
- Ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills
- Desire and ability to work innovatively and creatively

VALUED ATTRIBUTES

We value, but do not require, the following attributes:

- Familiarity with Chinese
- Familiarity with independent school or other non-profit fundraising culture

TO APPLY  CAIS’s commitment to diversity, equity, and inclusion is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, writing sample, and list of references to fundraisingassociatejob@gmail.com. In subject line please indicate “Fundraising and Communications Associate.” In your cover letter please reference how you learned of this opening. Please no calls.
Chinese American International School is dedicated to attracting, developing, rewarding and retaining a world-class faculty and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2019–2020 benefits package and perks including:

**Distinctively CAIS Benefits**
- Down payment assistance for home purchase
- Below-Market Rental process assistance
- Realtor services provided for rental search
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

**Financial Benefits**
- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area’s competitive standards, including annual cost-of-living adjustments

**Professional Development**
- Support provided for conferences, workshops, and courses
- Introductory Chinese class for faculty/staff

**Health Benefits**
- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

**Vacation / Holiday / Paid Time Off**
- Thanksgiving Break – 1 week
- Winter Break (December/January) – 2 weeks
- July Break – 4th of July week and remaining Fridays off in July
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 12 days of Sick Time annually
- Accrue 15 to 30 days of Vacation Time annually based on years of service

**Quality of Life and Appreciation**
- Weekly appreciation breakfasts
- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Chinese New Year luncheon
- Birthday gift cards