



Life changing. World changing.

Chinese American International School seeks an  
**Advancement Operations Associate**

*This is an English language position; NO Chinese language proficiency required.*  
**Non-exempt, full-time position**

**OPPORTUNITY**

The Advancement Office is seeking a dynamic member to round out our small but mighty team. The Advancement Operations Associate plays an integral role! 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! Accessible by public transportation, our Preschool 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**

The Advancement Operations Associate plays a key role in supporting all areas of the Advancement Office operations, which include the annual fund, capital campaign, ShowCAIS, alumni relations, and communications. They are responsible for directing the maintenance and operation of the Advancement database, including managing the database integrity, documenting existing and creating new processes, and making recommendations to improve operational effectiveness. The Advancement Operations Associate oversees donor recognition and stewardship efforts and manages certain aspects of ShowCAIS production.

**MAIN AREAS OF FOCUS AND RESPONSIBILITY**

- Serve as the primary database administrator
- Support Director of Advancement with annual fund coordination
- Assist Director of Marketing and Communications with school publications and communications
- Staff a growing alumni relations program with input from alumni representing each generation of graduates

**BENEFITS**

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier employees with a strong benefits package. Please see the page at the end for a description of benefits.

## **SPECIFIC DUTIES *(not limited to)***

### Donor Recognition and Stewardship

- Oversees and manages the gift entry and acknowledgement process, ensuring accurate and timely processing of gifts and pledge reminders through Veracross
- Oversees and implements stewardship efforts for leadership donors

### Database Management

- Develops and maintains efficient systems for data cleansing, data entry, gift processing, and donor relationship management
- Maintains policies and procedures manuals for data entry and ensures compliance across staff, training users on proper data input and extraction; provides Veracross training and support to the team
- Designs and implements database queries and data exports to analyze giving trends and outcomes for the department
- Troubleshoots issues and manages updates and/or upgrades related to Veracross database
- Coordinates with IT team on interface between Veracross and other school databases to ensure Veracross is updated regularly
- Utilizes the donor database, reporting tools, and technology platforms to regularly assess program effectiveness, improve workflow, and inform fundraising strategy

### Donor Services Management

- Collaborates with Business Office to ensure that all gift revenues are properly recorded; provides monthly gifts reconciliation
- Manages pledge reminder process to ensure pledge fulfillment of annual fund, ShowCAIS, and campaign pledges
- Produces and oversees the integrity of mailing lists for the department's direct mail campaigns
- Manages donation process by ensuring regular gift entry into Veracross per CASE standard protocols

*Other duties as assigned by the Advancement Director*

## **ESSENTIAL REQUIREMENTS**

- Previous work experience required
- Bachelor's Degree in related field
- Demonstrate ability to lead teams collaboratively and achieve objectives
- Familiarity with computers and social media
- Ability to think ahead and plan strategically
- Ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills
- Commitment to school Mission, Values, and Vision

- Initial and continued tuberculosis clearance
- Initial and continued criminal background clearance by DOJ and FBI

Valued but not required skills and experience:

- Comfortable working with various data programs
- Ability to speak, read, and write Mandarin and English
- Experience in soliciting feedback from community

## ABOUT CAIS

As the nation's first Mandarin immersion Preschool through 8th grade school, CAIS embodies our [mission](#) by working continuously to maintain our role as a leader in immersion education. At CAIS we value honest self-assessment, thoughtful self-reflection, intentional planning and focused implementation. We are known as an ambitious school, and we have embarked on a [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces.

Our three campuses are currently located in the Hayes Valley neighborhood of San Francisco. We are thrilled to announce that we have purchased a [campus on 19th Avenue](#) in San Francisco which will more than double our program space and allow all divisions to be together on one spectacular campus beginning in the 2024-2025 school year. For more information, visit <https://www.cais.org/about/employment/> and the [Advancement Team](#) page.

## 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** (*which is a vital writing sample*), resume, and list of references to [p\\_winthrop@cais.org](mailto:p_winthrop@cais.org). In subject line please indicate "Advancement Associate." In your cover letter please reference how you learned of this opening. Please no calls.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



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# CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees 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 2022-2023 benefits package and perks including:

## Distinctively CAIS Benefits

- Down payment assistance for home purchase
- Commuter benefits provided (up to \$280/month)
- 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

## 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
- Paid holidays according to the school calendar
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

## Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card

## Professional Development

Robust opportunities for conferences, workshops, and courses