



Life changing. World changing.

Chinese American International School seeks an

Capital Campaign and Events 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 Capital Campaign and Events 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 Capital Campaign and Events Associate is responsible for the day-to-day project management for all fundraising and stewardship events, particularly ShowCAIS, the annual auction, and alumni relations. The incumbent will also support the Director of Advancement with all aspects of the capital campaign. They will partner with other members of the advancement team to support communications and marketing regarding these initiatives.

MAIN AREAS OF FOCUS AND RESPONSIBILITY

- Manage all fundraising and stewardship events, including ShowCAIS, the \$1 million annual auction.
- Provide senior-level support for the Director of Advancement on capital campaign planning and asks.

SPECIFIC DUTIES (*not limited to*)

Capital Campaign

- Work with the Director of Advancement to identify prospective donors, and nurture relationships.
- Manage and continually refine campaign prospect pool, conducting and analyzing prospect research and maintaining all campaign-related records and files
- Support work of Campaign Steering Committee, helping recruit, train, and manage campaign volunteers
- Implement all campaign events and activities
- Supervise campaign gift processing and implement acknowledgement, and

stewardship procedures and activities

- Manage campaign budget, reconciliation and reporting
- Plan and implement production of all letters, proposals, updates, and other campaign collateral materials

Fundraising and Stewardship Events

- Identify appropriate venues for fundraising and stewardship events, and liaise with site contact.
- Arrange event logistics such as audio visual, set-up, and rentals; hire and work with the caterer.
- Work on event invitations with team members and organize mailing process
- After each event, update database records with each person's attendance

Annual Auction

- Support Director of Advancement in carrying out all aspects of annual auction including:
 - Solicit donations for online and silent auction with assistance from other advancement staff
 - Assist with volunteer recruitment, and staff all volunteer efforts.
 - Work with volunteers to select menu, band, photo booth, etc.
 - Secure Task Rabbits for week-of and day-of event support; reserve truck for transporting items to event site.
 - Develop day-of-event schedule for advancement team and serve as main contact for vendors and location staff.
 - Procure live auction items with input of Director of Advancement and ShowCAIS volunteers.

Alumni Relations

- Develop and implement an alumni relations program with input and support from alumni representing each generation of the population
- Manage and augment the alumni database
- Run the Care Packages for College Freshman outreach effort - collect mailing addresses for alumni, determine what to send, order items, packaging and arrange stuffing and mailing, with support from advancement team
- Plan alumni events including annual spring reunion for alumni graduating from high school, holiday event for high school and college students, and other events as deemed necessary

Miscellaneous

- Designs and implements database queries and data exports to analyze giving trends and outcomes.
- Assist with content research and writing for school website and social media
- Proofread publications
- Support annual fund drive as needed.
- Other duties assigned by the Director

Other duties as assigned by the Advancement Director

ESSENTIAL REQUIREMENTS

- 2+ years work experience in non-profits and/or event planning.
- Bachelor's Degree in related field
- Demonstrate ability to lead teams collaboratively and achieve objectives
- Familiarity with computers, websites, and social media
- Ability to think ahead and plan strategically
- Ability to organize and manage multiple priorities
- Excellent interpersonal and communication skills
- 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
- 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. In the subject line please indicate "Capital Campaign and Events 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