

Leadership Posting

Chief Advancement Officer Jakarta Intercultural School *Jakarta, Indonesia*

Application Deadline: July 1, 2022
Start Date: July 2023



JIS

Jakarta
Intercultural
School

Chief Advancement Officer Position Statement



Jakarta Intercultural School

We are passionate, inquisitive and creative – learning in Indonesia to be best for the world.

Kita bersemangat, ingin tahu dan kreatif - belajar di Indonesia untuk menjadi yang terbaik bagi dunia.

We value perseverance, integrity, responsibility, respect, compassion, balance and fun.

Kita menghargai ketekunan, integritas, tanggung jawab, kehormatan, welas asih, keseimbangan dan kegembiraan.

We will inspire joyful, rigorous learning and foster wellness as a pioneering, inclusive, and collaborative community.

Kita akan menginspirasi pembelajaran yang tekun serta menyenangkan dan menjunjung tinggi kesehatan sebagai komunitas pelopor yang inklusif dan kolaboratif.

We learn by reflecting and relating, by being resourceful and resilient.

Kita belajar dari bercermin dan berhubungan, dengan banyak akal dan tabah.

POSITION OVERVIEW

Under the direction and supervision of the Head of School, the Advancement Director is primarily responsible for overseeing the fundraising program in the Advancement Office's pursuit of the school's mission, vision, values, and dreams by planning, guiding, and evaluating the advancement efforts of the school in marketing, fundraising, and public relations.

As the first Chief Advancement Officer, they will develop a schoolwide culture of philanthropy based on cultivation, engagement, and relationship building. The CAO will need to create a strategy that reaches across a diverse and varied constituency to create a significant and sustainable culture of philanthropy in an international school community. Community outreach will remain essential in creating a comprehensive case for support and matching new and existing donors with the right giving opportunities at JIS.

The CAO will build an advancement approach that consists of annual funds, major gifts, capital projects, naming projects, and other best practice fundraising approaches. Community outreach is important in developing, building, and sustaining fundraising at JIS. The CAO will work in conjunction with the Communications/Marketing officer, focusing on storytelling, marketing, and building upon the JIS brand.

The Chief Advancement Officer will report directly to the Head of School and serve as a member of the leadership team. They will build an Advancement Office and be responsible for fundraising activities and constituent relations. The CAO will also work in close partnership with the Communications/Marketing Office and the Admissions Office.



QUALIFICATIONS AND EXPERIENCE

- MA or MEd degree preferred/degrees in Finance, Business, or Marketing
- Minimum 5 years of experience as a CAO or Development Officer in an educational institution or similar organization
- Development experience including managing the full scope of development functions, including information services, annual gifts, major gift campaigns, and stewardship
- Demonstrated track record of strong leadership that is entrepreneurial, flexible, responsive, and diplomatic, including a track record of leading, managing, and developing a team
- Demonstrated evidence of their ability to fundraise substantially and build a fundraising culture in the school
- International school experience preferred, with marketing expertise
- Ability to build teams, including school and community partnerships
- Effective interpersonal, communication, and collaboration skill
- A strong record of soliciting foundation, corporate, and individual support
- Excellent verbal and written communication, presentation, and public speaking skills; ability to represent JIS in public forums
- Understanding of International Education
- Familiarity and comfort with Asia and the Asian philanthropic community



RESPONSIBILITIES

- Develop the culture of JIS being a fundraising school
- Establish a fundraising office as a vital part of the school and hire members to join the team
- Establishing the Advancement Office as a vital, respected contributor to the life and well-being of the JIS community
- Forming deep and effective working relationships with the Head of School, Board, and fellow administrators
- Provide leadership to the Advancement Office and Advancement Committee of the School's Board of Managers
- Creating a major gift mindset utilizing Board and Foundation members as cultivators/solicitors and predicated on sound data, research, and targeting
- Plan and lead the work of intensive capital fundraising, including endowed gifts and all major gift fundraising activities of the school
- Enhance efforts in prospect research, major gifts, and stewardship
- Personally cultivate and solicit major gifts
- Collect, analyze, and manage Advancement data systems
- Oversee all development and constituent relations activities at the school
- Represent the Advancement Office and JIS both within and outside of the school community



RESPONSIBILITIES

- Furnish support and direction to the Head of School, School Board, Foundation Board, and volunteers for all outreach activities
- Working with Parent organizations (PTA and Boosters) and aligning fundraising efforts
- Meaningfully engage alumni with today's school; strengthen and renew relationships with past parents
- Form deep working relationships with the Director of Admissions, the CFO, and the Director of Communications
- Prepare and monitor the annual budget to ensure that sufficient funding is allocated and approved for various operations and that overall operations are executed within budget
- Work as part of the JIS Schoolwide Leadership Team to collaboratively develop and lead policy and strategy, and guide the direction of the school
- High-level interpersonal skills, including demonstrated relationship building, influencing, and negotiation skills with the ability to interact with individuals at all levels in a multicultural environment
- Well-developed capacity to manage a range of internal and external stakeholder relationships and respond appropriately to competing demands and interests
- Strong interest in and passion for developing collaborative multidisciplinary working relationships and the social networks central to innovation and entrepreneurship, including the ability to coordinate relevant committees and work with all constituent groups



WHO WE ARE

The Jakarta Intercultural School (JIS) was established in 1951 to cater to the children of a growing expatriate community in Indonesia's capital.

Over the decades, our own diverse community of students, staff and faculty members from across the globe – the mighty Komodo Dragons – grew to take up three expansive campuses equipped with innovative learning facilities.

And while JIS is now known across the region for our comprehensive inquiry-based curriculum, we also value our students individual skills, talents and interests, nurturing them to be *Best for the World*.



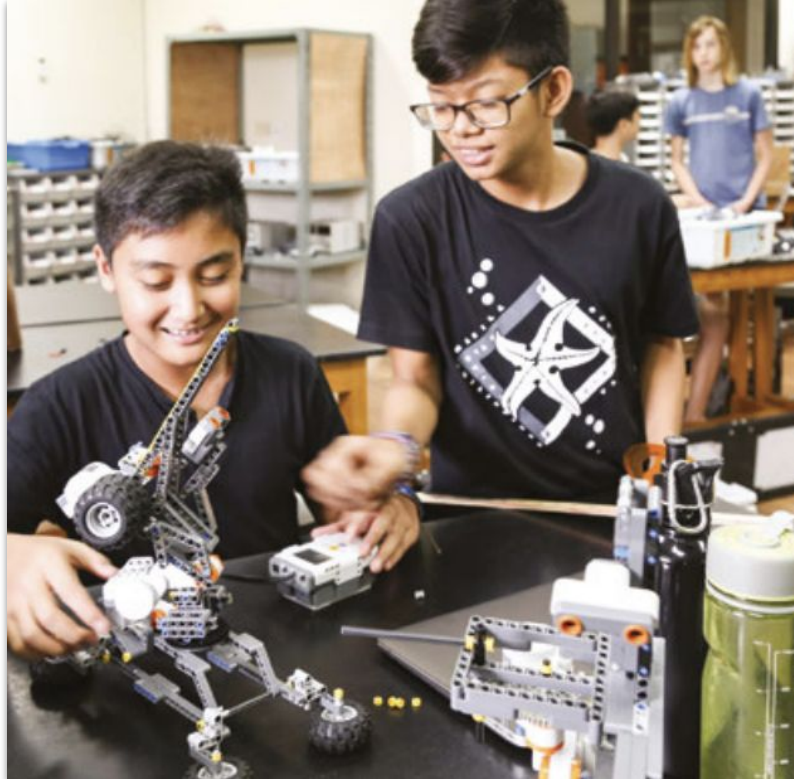
What does it mean to be **Best for the World?**

- A **Community of Care** that values respect and inclusivity
- **Promoting wellness** for physical, emotional and creative growth.
- **Creating change** alongside social organizations.
- Serving as **environmental custodians** for a sustainable future.
- **Engaging with Indonesia** through collaborative teacher-training programs and the JIS Bhinneka Tunggal Ika student scholarship.
- Working **with and for the community** as partners in service learning.



FAST FACTS

Year Established	1951	Student Nationalities	62
Accreditation Agency	CIS-WASC	Percentage Annual Student Turnover	30%
School type	Independent, Early Years to Grade 12	Average Class Size	Early Years: 15 EY to Grade 2: 18 Grades 3 to 5: 20 Grades 6 to 12: 20
Language of Instruction	English	Student-Teacher Ratio	1:10
Total Enrollment	2,000	Number of Faculty	233
Elementary School Enrollment	680	Faculty Nationalities	22
Middle School Enrollment	500	Percentage Annual Faculty Turnover	20%
High School Enrollment	800	Number of Board Trustees	13
Home Country Nationals	23%	Tuition (2021 - 2022)	IDR 316 million-495 million



ACADEMICS

From Early Years to High School, JIS offers a premier learning environment that is accredited by the Western Association of Schools and Colleges, and the Council of International Schools.

The JIS Early Childhood academic program is based on The Creative Curriculum® for preschool, a comprehensive early childhood educational system that has been shown to promote cognitive, physical, social/emotional, and language development of children.

Like JIS as a whole, the JIS Elementary School curriculum adopts programs which demonstrate the best international standards, practices and results for student learning. We place strong emphasis on language arts and mathematics. To ensure a balanced curriculum, we provide programs in science and technology, social studies, modern language, fine arts and physical development.

The JIS Middle School curriculum emphasizes research-based teaching and learning practices through age-appropriate intellectual, physical, cultural and social experiences.

Based on international standards, JIS High School is an inquiry-based academic program designed to prepare students for a university that fits them best, and includes the option to take the International Baccalaureate (IB) and Advanced Placement (AP) diploma/courses.

ACTIVITIES

Students can engage in more than 500 clubs and activities that further enhance their learning journey. At each divisional level, students have the option of developmentally appropriate JIS and community sponsored activities. From arts, scouts and gymnastics in elementary to chess, robotics and sports in Middle School to rock climbing, jazz band and Model United Nations in High School, each is designed to not only challenge students but also foster respect, and a spirit of collaboration, inclusivity, and confidence.



ATHLETICS

JIS athletes compete in a number of sports including soccer, basketball, tennis, badminton, swimming, track and field, and volleyball. As a part of the IASAS conference our student-athletes travel internationally to tournaments throughout the year, hosted by different member schools. In addition to the school's competitive leagues, students may also participate through athletic clubs.



SERVICE

JIS students are exposed to the values and direct impacts of compassion, empathy and community services on the immediate world around us. Our Service Learning program encompasses the entire school and encourages students to take part in a range of outreach activities from educational initiatives to environmental stewardship. JIS Peduli is the schoolwide service arm of JIS that provides organizational and financial support for disaster relief and outreach programs.





FACULTY AND STAFF

The faculty members of JIS are recruited internationally and represent some of the world's finest educators - all of whom are united in their commitment to education. While the majority come from the United States, our teachers represent 20 countries, including Australia, Canada, the United Kingdom and New Zealand.

What JIS supports most passionately is the learner in you who wants to grow, collaborate, rethink, excel, and stretch beyond your personal and professional experiences. The school has created a culture of professional learning environment that includes embedded training, vibrant professional learning communities, the support of learning coaches, and ample opportunities to attend global and local conferences.

Experts in their own fields, our faculty and staff are part of what is uniquely JIS as they aspire to be life-defining mentors in our students' academic, extracurricular and social development. Our teachers are truly our greatest strength.



FACILITIES

The Cilandak Campus in South Jakarta is home to both JIS Middle School and High School. The lush, green campus offers a vast range of world-class facilities designed to optimize students' learning experience, including two modern libraries, an indoor theater and auditorium, multiple tennis courts and sports fields, swimming pools, and much more. JIS Middle School recently welcomed the addition of a state-of-the-art building dedicated to STEM, including a large workshop, a robotics lab, a 3D printing suite, a laser cutter, and VEX and VR technologies.

The Pondok Indah Elementary (PIE) campus caters to Early Years learners and students in grades 1 through 5. The campus is home to a new Early Years Center (EYC), an ecologically designed building featuring 12 classrooms, two Maker Space workshops, a dance and movement studio, an art room, and a training kitchen, to name just a few interactive facilities.

Pattimura Elementary (PEL) sits on a historic campus located in a strategic area in Kebayoran Baru, South Jakarta. It caters to some 400 students from Early Years through Grade 5 whose holistic learning journeys are further supported by experienced teachers, a range of engaging, student-centered activities, as well as carefully selected facilities. The PEL campus will also be home to the JIS Learning Center. As an extension of Student Support Services, the JIS Learning Center provides additional support for students with moderate to significant learning needs and global developmental delays. The self-contained setting with personalized learning is targeted to meet various physical, behavioral, academic, and socio-emotional needs.



ABOUT JAKARTA

Jakarta is a true Southeast Asian city and one of the most diverse places in the world. Jakarta is at the heart of a nation that comprises over 300 ethnic groups with their own languages and cuisines across more than 17,000 tropical islands. There is no shortage of culture to explore, from gamelan (traditional orchestra) music to batik design and history. Jakarta is only a short way from the best diving areas in the world, biodiverse jungle treks, and opportunities to see animals, marine life, and birds that can't be found anywhere else.

Jakarta is also a popular hub to visit the rest of the region, with regular flights to Bali, Hong Kong, Singapore, Sydney, Tokyo, Bangkok, Kuala Lumpur, Seoul, and more. Jakarta is a gateway to exploration within the borders of Indonesia and outside of it. As a member of the JIS community, you will have access to advice and tips from fellow Dragons about how to best take advantage of this distinct city.



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TO APPLY

Interested candidates should submit the following materials as separate PDF attachments in one email to leadershipapplicant@jisedu.or.id.

- ☐ Cover letter expressing interest in the Chief Advancement Officer position
- ☐ Current resume
- ☐ List of five references with name, phone number, and email address of each (references will not be contacted without the candidate's permission)



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