

## **Director of Institutional Advancement**

The French Immersion School of Washington, a bilingual preschool and elementary school located in South Bellevue, is seeking a Director of Institutional Advancement to begin July 1, 2025.

Do you thrive in dynamic environments, where you get to work with both children and adults and each day brings new and engaging experiences? Do you get excited about collaborating in a multicultural setting? Are you a lifelong learner who embraces opportunities for growth? If so, you might have found your place with us!

At our school, we prioritize the well-being of both our students and staff. We uphold strong values of respect, active listening, appreciation, openness, and empathy. We love working with people who bring diverse skills, knowledge, and interests. Among our administrative staff, we have a violinist, a sailor, a choir director, and many more unique talents!

We would be delighted to meet you and explore how you can contribute to our vibrant community. Apply now and let's make a difference together!

We are a collaborative team serving approximately 200 students. This role provides the opportunity for a cohesive approach to admissions, development, marketing, and communications. We welcome applications from candidates with experience focused primarily or exclusively on any of these areas. The Director of Institutional Advancement will work with support from and in close collaboration with the entire administrative team.

### **Position Description**

The Director of Institutional Advancement directs Admissions, Development, Marketing, and Communications efforts as part of the senior leadership team, manages the Admissions & Marketing Manager, and reports directly to the Head of School. Responsibilities center on:

- **Strategy:** Collaborate with the Head of School, Admissions & Marketing Manager, and other administrators to develop and execute a data-driven and strategic enrollment, fundraising, marketing, and communication plans that align with the school's overall objectives.
- **Admissions:** With the Admissions and Marketing Manager, oversee the entire admission process, from inquiry through enrollment, ensuring a seamless and positive experience for families. Evaluate applications, conduct interviews, and make admission decisions in collaboration with the Head of School.
- **Event Management:** Work with the Admissions and Marketing Manager to plan and execute recruitment events such as open houses, school tours, and information sessions. Plan and execute fundraising events and campaigns including Capital Campaign, Annual Giving, and Annual Gala in collaboration with consultants and team of volunteers.
- **Communication:** Lead a comprehensive internal and external communications plan that is clear and effective across all channels. Draft and edit school communications including advancement communications, schoolwide announcements, targeted email and text communications, and written content for the weekly Petit Journal newsletter and Staff Note, and Annual Report.
- **Engagement:** Work with school leadership, board, faculty & staff to identify opportunities for collaboration, engagement, and alignment with advancement and enrollment priorities.

- **Fostering Relationships:** Engage with enrolled and prospective families to understand their needs and enhance their satisfaction. Establish and maintain relationships with alumni, prospective donors, donors, sponsors, volunteers and other supporters in collaboration with other administrative staff.
- **Branding:** Work with Marketing Manager and graphic designer for cohesive branding and messaging across all school communications. Represent FISW brand in the community.
- **Data Management and Donor Recognition:** Maintain accurate records in donor database of gifts, pledges, and donor interactions, ensure compliance with relevant laws and regulations, and oversee donor recognition efforts.

**Desired Qualities:**

- Bachelor's degree or higher in a relevant field
- Experience working for a school or other non-profit organization
- Ability to work collaboratively and manage a small team
- Detail-oriented, strategic thinker
- Strong written and verbal communication skills (bilingual French, English is a plus)
- Experience managing a small team
- Organized, efficient, and responsive
- Personable and welcoming, strong interpersonal skills
- Ability to convey the mission and values of the FISW program
- Ability to relate to and effectively communicate with constituents of diverse cultural backgrounds

**To Apply:**

Please send your cover letter, resume, and at least 2 professional references to [employment@fisw.org](mailto:employment@fisw.org).

**FISW's Mission**

FISW provides an excellent bilingual education in a welcoming environment that encourages critical thinking and curiosity.

FISW is conveniently located a minute away from exit 13 on I-90. On a green campus, our school provides a multicultural environment and diverse student body and staff and teaches students from preschool to 5<sup>th</sup> grade.

**FISW** is committed to Equal Opportunity Employment and hires employees without regard to gender, race, religion, color, creed or sexual orientation. This full-time position offers competitive benefits, and a salary range between \$85,000 and \$125,000 depending on experience.