



### **Development & Communications Associate**

The French Immersion School of Washington, a bilingual preschool and elementary school located in South Bellevue, is seeking a Development & Communications Associate for immediate hire.

The position reports to the Director of Institutional Advancement. Duties and responsibilities include:

#### **Development:**

- In collaboration with the Director of Institutional Advancement, organize and execute advancement events including Annual Giving Campaign, Annual Gala, and Capital Campaign meetings/events
- Engage and coordinate volunteer support for advancement events
- Administrative tasks related to Capital Campaign including prospecting, donor profiles, and scheduling, as well as non-capital campaign prospecting including alumni
- Maintain donor database including timely gift entry, reconciliation with Business Office records, and running reports
- Prepare acknowledgement letters/tax receipts
- Assist with donor acknowledgement including production of Annual Report

#### **Communications:**

- In collaboration with the Director of Institutional Advancement, develop and implement a comprehensive communications plan that is clear and effective across all channels
- Assist with drafting and editing school communications including advancement communications, schoolwide announcements, ParentAlert communications, and written content for the weekly Petit Journal newsletter
- Maintain events calendar

#### **Other duties:**

- School support duties including front desk duties

#### **Desired Qualities:**

- Undergraduate degree or higher preferred
- Experience working for a school or other non-profit organization strongly preferred
- Attention to detail
- Strong written and verbal communication skills
- Organized, efficient, and responsive
- Personable and welcoming, strong interpersonal skills
- Strong ability to work collaboratively
- Ability to convey the mission and values of the FISW program, and to refer families to the appropriate person for specific questions
- Ability to relate to and effectively communicate with constituents of diverse cultural backgrounds



**To Apply:**

Please send your cover letter and resume to Erin Brust, Assistant Head of School/Director of Institutional Advancement, [employment@fisw.org](mailto:employment@fisw.org). No phone calls, please.

**FISW's Mission**

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

**FISW** is committed to Equal Opportunity Employment and hires employees without regard to gender, race, religion, color, creed or sexual orientation. This position offers competitive benefits, and a salary range, for full-time employees, between \$45,000 and \$60,000 depending on experience.