



**International
School**
Los Angeles
**Lycée
International**

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

Annual Fund & Alumni Relations Manager

About the International School of Los Angeles

Mission:

The International School of Los Angeles (LILA) is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse competitive world.

Context:

The Annual Fund & Alumni Relations Manager will serve as a key member of the Development team in the Advancement Department and work closely with the Director of Advancement to help deepen community engagement and increase philanthropic support from the School's different constituencies, including the Board of Trustees, faculty and staff, current and past parents, grandparents, alumni, corporations and friends and other supporters of the School.

Job Description

Title: Annual Fund & Alumni Relations Manager

Department: Advancement

Reports to: Director of Advancement

Location: Corporate Office, Burbank, CA

Corporate Office

1105 W Riverside Dr, Burbank, CA 91506
tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Main objective:

To support the management of the school's Annual Fund and alumni relations programs

Key relationships:

- Be an active member of the Advancement Department
- Liaise and collaborate with Campus Directors
- Collaborate with the Marketing & Communications team
- Collaborate with and manage Annual Fund parent volunteers
- Coordinate with alumni

Selection Criteria**Specific responsibilities:**

Responsibilities include, but are not limited to, the following:

Annual Fund

- Work closely with the Director of Advancement and Annual Fund volunteer leadership to build and maintain an Annual Fund strategy and calendar
- In collaboration with the Marketing & Communications team, develop Annual Fund collateral and related correspondence, following a prescribed solicitation plan for all constituent groups, including parents, grandparents, faculty/staff, alumni and friends
- Manage efforts to retain and grow donors in the Annual Fund and coordinate associated programming and stewardship
- Support volunteer leadership and Campus Directors in recruiting, training and supporting a team of approximately 80 Annual Fund volunteers

Alumni Relations

- Identify and research alumni, including graduates and non-graduates, alumni and former parents and grandparents
- Manage all alumni records in Raiser's Edge database
- Develop a plan to build an alumni relations program which will include communication, outreach, reunions, regional events, student engagement and eventually philanthropic support

- In collaboration with the Marketing & Communications team, develop appropriate communication tools and collateral targeted for alumni
- Identify and coordinate relevant alumni events, including holiday, recent grads, regional gatherings and reunions
- Recruit, manage and steward alumni volunteers to assist with events
- Engage current students in alumni activities
- Manage alumni Facebook group in collaboration with Marketing & Communications team

General Duties

- In collaboration with the Database Specialist, update constituent records, ensure timely donor acknowledgement and recognition and produce detailed and accurate data reports for the Director of Advancement and volunteers
- Assist with the production of the Annual Report
- Oversee all Annual Fund and Alumni events
- Support Advancement team with all department events and initiatives
- Attend meetings and events at nights and on weekends, on occasion
- Travel between campuses as needed

Essential Qualifications:

- Bachelor's degree or equivalent experience
- Prior development experience
- Exceptional written and verbal communication skills
- Ability to prioritize and work under multiple deadlines
- Strong computer and database skills
- Good interpersonal skills and strong attention to detail
- Unimpeachable ethical standards and personal integrity
- A demonstrated commitment to the School's mission and values

Desirable qualifications:

- Native proficiency in both French and English
- Familiarity with Raiser's Edge

- Background in motivating and partnering with large groups of volunteers
- Previous experience in independent schools or nonprofits
- An appreciation and understanding of other cultures

How to apply

Please send your cover letter, resume and list of references to cv@lilaschool.com (please put "Annual Fund Manager" in the subject line) **by Friday, June 23**. The position is available for immediate hire, with applications considered on a rolling basis. *No phone calls, please.*