



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

**Campuses**

Burbank  
Los Feliz  
Orange County  
Pasadena  
West Valley

## Fundraising Manager

### About the International School of Los Angeles

**Mission:**

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment.

Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world.

We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

**Values:**

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

### Job Description

**Title:** Fundraising Manager

**Department:** Advancement Department

**Reports to:** Director of Advancement

**Location:** School Administration Office, Burbank, CA

**Context:**

The School's Advancement Department has recently been reorganized. As a result, the School is seeking to recruit a Fundraising Manager.

The Fundraising Manager will be an active member of the Advancement Team, made up of Alumni, Internal and External Communications, Events, and Fundraising Managers, and will report to the Director of Advancement.

**School Administration**

1105 W Riverside Dr, Burbank, CA 91506  
tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

## Specific Responsibilities

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

- Management of the Annual Fund and its volunteer team
- Support Director of Advancement with capital campaigns
- Support Director of Advancement with grant applications
- Support the promotion of the School's endowment
- Management of the fundraising database
- Donor cultivation and stewardship
- Engage the school community in fundraising goals

## Selection Criteria

### Required Education and Experience:

- Ability to be an ambassador for the School's mission
- Proven track record as a fundraiser (1-3 years)
- Experience in the development and execution of fundraising plans
- Degree / advanced degree
- Ability to be a team player
- Excellent oral and written communication skills
- Superb organizational skills

### Desirable Qualifications:

- Experience in an international setting and/or school
- Familiarity with the French culture / language

### Supervisor's Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

### Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Position Type / Expected Hours of Work:

Workdays are Monday through Friday, with evenings and weekends, as required.

### Travel:

Some travel to other LILA campuses and meetings.

**Work Authorization:**

Must be authorized to work in the United States, must take and pass the Department of Justice Live Scan, and must meet all health requirements of health screening, TB, and immunizations.

*The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**How to Apply**

Please send your cover letter, resume and list of references to [cv@lilaschool.com](mailto:cv@lilaschool.com) (please put "Fundraising Manager" in the subject line). The position is available for a July 2021 start, with applications considered on a rolling basis. *No phone calls, please.*