



HONG KONG INTERNATIONAL SCHOOL

Tai Tam/Repulse Bay, Hong Kong

CHIEF ADVANCEMENT OFFICER

Start Date: August 2022 (Preferred)

hkis.edu.hk



Carney
Sandoe
& ASSOCIATES



Hong Kong International School

MISSION

Dedicating our minds to inquiry, our hearts to compassion, and our lives to service and global understanding

An American-style education grounded in the Christian faith and respecting the spiritual lives of all

VISION

HKIS will be a leading place of learning that inspires a socially engaged community of collaborative, creative, and resilient learners dedicated to realizing their full potential.

STUDENT LEARNING RESULTS

An HKIS education is guided by six fundamental goals:

- **Academic Excellence** – Students will achieve their intellectual potential by striving for and attaining the highest standards of academic excellence
- **Self-Motivated Learning** – Students willingly apply a variety of learning and motivation strategies throughout their learning process
- **Character Development** – Students will demonstrate respectful and caring attitudes at school and in the community as well as the courage to stand up for what is right
- **Chinese Culture** – Students will gain an understanding of China and an appreciation for the Chinese culture
- **Spirituality** – Students will understand and respect Christianity and other religions and will identify and develop their own spiritual identity
- **Contributing to Society** – Students will develop the skills they need to form genuine relationships in our diverse society and to make contributions to our community

OVERVIEW

The Hong Kong International School (HKIS) seeks an experienced and engaging new leader as its next Chief Advancement Officer. Located in one of Asia's most vibrant and cosmopolitan cities, Hong Kong International School has two idyllic campuses on the quieter south side of Hong Kong Island. HKIS is a private, coeducational day school offering a challenging American-style curriculum with both international and multi-cultural elements. HKIS is proud of its strong sense of community and its students' excellent achievements.

Fast Facts

Founded: 1966
Location: Hong Kong Island
Type: Coeducational, day
Mascot: Dragon
Grades Served: PreK - 12
Total Enrolled: 2,880
Total Acreage: 74,000 sq. m.
Faculty: 268
Student-Teacher Ratio: 10:1
Faculty w/Adv. Degree: 74%
Admissions Yield: 80%



The school seeks an accomplished leader who can provide strategy and leadership for the Advancement Office, which is responsible for fundraising, development; alumni relations; marketing and communications; public relations; and publications. In particular, developing and maintaining solid relationships to ensure the success of the school's capital fundraising.

THE SCHOOL

Hong Kong International School was founded in 1966 by a group of expatriate business executives and US consular officials in conjunction with the Lutheran Church-Missouri Synod (LCMS). In the years since its founding, HKIS has emerged as one of the top international schools in the world. A school of choice in Hong Kong, HKIS has waiting lists at virtually every level and is accredited by the Western Association of Schools and Colleges (WASC).

The mission statement of HKIS captures the school's goal and role: "Dedicating our minds to inquiry, our hearts to compassion, and our lives to service and global understanding - An American-style education grounded in the Christian faith and respecting the spiritual lives of all". A sense of spirituality and faith adds context to everyday living and learning at the school, which is dynamic, global, and service-oriented; HKIS is a Christian school with a fundamental respect and acceptance of other faiths.



HKIS' Strategic Plan articulates the school's vision to be a leading place of learning that inspires a socially engaged community of collaborative, creative, and resilient learners dedicated to realizing their full potential. They are well on their way to ensuring their students are:

- Imaginative thinkers, exploring passions and challenges using novel and innovative strategies;
- Demonstrating courage and confidence in response to challenges and showing the ability to adapt and thrive; and
- Using a variety of methods within diverse environments to communicate and respectfully work together to support individual learning and contribute to the learning of others.

The school keeps students at the heart of everything it does, with robust and passionate student learning its highest priority. It ensures that students learn what the community values, starting with the six Student Learning Results, and aligns the educational program and all of its resources in support of what and how it wants students to learn. Importantly:

- The school's excellent faculty and staff, who are the keys to effective student learning, are strongly supported by professional development and a professional learning community.
- The strategic Master Facilities Plan ensures building decisions are driven by clearly identified educational priorities and ensures up to-date facilities.
- The organization's primary function is to support student learning and colleagues, with an emphasis on being one school.



ACADEMICS

HKIS recognizes that students have different strengths, backgrounds, and interests, and develop at different rates. The school's learning environment is designed to accommodate those requiring a flexible learning program across all grades.

Emphasis of the Lower School curriculum is on literacy and math, and children learn about Christianity through Bible stories, chapels, songs, and prayers. They also learn about other world religions by sharing holiday celebrations, visiting temples, shrines, and mosques, hearing various guest speakers, studying religious and cultural books, as well as traditional artifacts.

At every stage, the Lower School provides engaging experiences within a stimulating environment that taps into the natural curiosity that exists in young inquisitive minds. Children learn in a 'hands-on' environment, where they are actively involved in exploring, experimenting, and talking as they work and play at a variety of activities.

In Middle School, students extend and challenge themselves in a wide range of academic subjects including math, science, language arts, music, social studies, religion, physical education, Mandarin, and other world languages. In addition, Middle School students are pushed to stretch their personal comfort zones through exciting and unique practical learning opportunities including service learning, performing arts and athletics.

The High School curriculum parallels subjects taught in the U.S. and includes humanities (the integration of English and Social Studies), mathematics, science, world languages (e.g. Mandarin, Spanish, French), and religion. Students continue to learn about Christianity and other major world religions as part of the humanities units of study. Supporting the academic subjects are physical education, technology, and robotics, visual and performing arts (e.g., strings, band, choir, drama, art).



The High School offers 26 Advanced Placement courses in subjects such as Biology, Studio Art, Calculus, United States History, World History, Chinese Language, Spanish, Physics, English Literature and Composition, and Environmental Science.

HKIS continues to participate as one of the two founding international schools in the AP Cambridge Capstone program. The program provides students the opportunity to apply critical thinking, collaborative problem solving, and research skills in a cross curricular context.

CHINESE STUDIES

The Chinese Studies program at HKIS is impressive, offering 14 years of Chinese language and cultural learning opportunities across the school. Designed as a second language learning program, the Chinese Studies program fully embraces the individual needs of a diverse range of students and their linguistic and cultural backgrounds. Students are assigned to one of two learning streams—Near Native (MNN) or Mandarin as a Second Language (MSL)—based upon a variety of factors including a student’s and family’s desired learning outcome and interest level, level of language exposure at home, student’s demonstrated motivation to learn the language, and the student’s own abilities. Each track follows a distinct curriculum with separate assessments, standards, and benchmarks to achieve oral fluency and literacy.

As students progress through the grade levels at HKIS, they gain a comprehensive understanding of China—its language, history, geography, philosophy, and customs through classroom study, school exchange programs with Mandarin-speaking students, and visits to places of interest in China.



CO-CURRICULAR ACTIVITIES

Treated as an essential component of the overall educational experience at HKIS, all sports and activities are in alignment with the school's Mission and Student Learning Results and designed to provide opportunities for students to explore and pursue areas of interest in diverse environments, advancing the development of both collaborative and individual knowledge and skills. These experiences not only promote a healthy and balanced lifestyle but also help students to develop a positive attitude through participation; students can have fun, learn, and develop life skills in a supportive environment.

At the Lower School level, the Extra-Curricular Activities program encompasses a wide range of areas that focus on the all-around development of students, including culinary arts, health and wellness, STEM, and service and spirituality, among others.

In Middle and High School, there a wealth of clubs organized and led by students. Spanning a wide range of activities from fencing and design, forensics to jazz, students are actively engaged in pursuing their individual passions. As a member of the Asia Pacific Activities Conference (APAC), students also compete with regional schools in areas such as forensics, Model United Nations (MUN) and music.



SERVICE LEARNING

In alignment with the school's Student Learning Result, "Contributing to Society," every HKIS student has the opportunity to engage in service activities, many of which focus on global issues, humanitarian affairs, and environmental awareness.

Each year students at the High School are actively involved in a wide range of service clubs and projects benefiting the underprivileged both locally and abroad. The Seeds of Service program for example, provides opportunities for students to work alongside Hong Kong NGOs to support the elderly, visually impaired, and refugees, amongst others. Through these activities, students not only help meet the needs of the less fortunate, but learn to value the benefits that come to all when people serve each other with humility and mutual respect. The program also allows students opportunities to learn about the challenges facing the greater Hong Kong society and encourages student reflection concerning their role in building stronger communities.

ATHLETICS

The HKIS Dragon athletes compete in a number of sports including soccer, basketball, tennis, badminton, swimming, track and field, and volleyball. As an APAC member, the school hosts and competes with APAC schools each year. Locally, students compete with schools through the Hong Kong Schools Sports Federation. In addition to the school's competitive leagues, students may also participate through athletic clubs such as lacrosse and watersports.



INTERIM

Each spring, all High School students participate in an Interim program, a week-long off-campus learning experience designed to challenge the hearts and minds as well as body and souls of students. The program is carefully constructed to present students with challenges and opportunities for personal growth and expose them to diverse cultures and traditions. The diverse offerings of this program include community service, outdoor adventure, and cross-cultural learning experiences. Each course weaves the Student Learning Results into the experience, whether students are serving underprivileged children, physically and mentally challenging themselves in adventure sports, or building homes with Habitat for Humanity. Students emerge from the program with a more profound sense of self, an enriched appreciation of human diversity, and a deeper insight into the faith traditions and cultural values that inspire compassion and humility. The program thus forms an integral part of the high school curriculum and is a graduation requirement.

STUDENT BODY

HKIS serves a diverse body of 2,880 students, drawn from more than 40 nationalities. A little more than half the student body are American citizens, with many other nationalities represented, including Canada (8%), Hong Kong (6%), and UK (6%). While HKIS follows an inspiring Christian mission, about half of all students are not Christian. HKIS sees itself as an accepting school with many different faiths and non-practitioners represented. The students are bright, engaged, and inquisitive with a belief in and respect for others.



HKIS has emerged as the school of choice in Hong Kong and its resources are considerable, including an extremely talented and giving parent body. (A Parent Advisory Group works in conjunction with every school division.) Parents are well-educated, interested, and deeply involved in the education of their children.

HKIS students receive nurturing and guidance within a caring, engaging environment at all levels of the school. HKIS students enjoy a multi-cultural community, which contributes greatly to their personal growth and character. The students work together and form many different friendships, both within the student body and the faculty. They make full use of the excellent facilities available, developing intellect, imagination, independence, and responsibility, and bring family values into daily school life. They actively pursue the school's six Student Learning Results of academic excellence, spirituality, character development, self-motivated learning, contributing to society, and Chinese culture. After graduation, nearly all of HKIS students matriculate to colleges and universities in the United States, Canada, Asia, Europe, and Australia—some of them among the world's finest.

FACULTY AND STAFF

HKIS faculty and staff are amongst the best in the world: highly qualified and experienced, providing unparalleled qualities in teaching, guidance, and care for their students. Over 70% of the 268 faculty at HKIS hold graduate degrees. It is noteworthy that half of the teachers at HKIS have worked at the school for seven years or longer, indicating a high level of satisfaction professionally and personally with the school and with Hong Kong. Parents see teachers as one of the major strengths of the school.

AUDITORIUM



As one might expect, the faculty and staff are an international group as well, representing 32 different nationalities, and HKIS strives to maintain an ethnically and culturally diverse staff. Faculty at the school could be characterized as high achievers, and they thrive at HKIS and appreciate the opportunity to work in a learning community where they are educating the whole child. Professional development is an essential part of the faculty experience; the school supports many such opportunities each year. As one faculty expressed it, “You can’t help but grow here.”

HKIS also has a very strong administrative team with a number of core school-wide administrators and each Principal is supported by two Associate Principals.

PHYSICAL CAMPUS

Hong Kong International School has two campuses spectacularly set on the south side of Hong Kong Island. The Lower Primary (Reception 1 through Grade 2) and Upper Primary (Grades 3-5) are located in Repulse Bay.

The Middle School (Grades 6-8) and High School (Grades 9-12) are located 10 minutes away in Tai Tam. The High School facilities include an extensive library as well as a gymnasium, swimming pool, auditorium, and music rooms. Improvements and additions to the High School over the years have included a music center with practice rooms, refurbishments to the auditorium and cafeteria, and a new floor of classrooms and faculty workspaces. The High School is scheduled for a major renovation to begin this spring and work will be completed in the summer of 2023. In addition to the expansion of their rooftop, classrooms and the science labs will be refurbished.



The Lower Primary facilities underwent a complete redevelopment and opened a state-of-the-art educational facility for the school's youngest learners in August 2017. A major renovation of the Upper Primary to improve and expand learning spaces and upgrade the playgrounds was subsequently completed in August 2018.

HKIS also has plans to develop two new sites adjacent to the Tai Tam campus. Work began this past August on the first site which is planned as a student activities center that will include gyms, a swimming pool and other community facilities, opening space on the current campus for a dedicated performing arts wing in the High School. The second site is envisioned as a center for excellence in teaching and learning with professional development resources and programming for HKIS and other educators in Hong Kong and around the world.

ABOUT HONG KONG

Hong Kong is located south of Guangdong and faces the South China Sea to the east, west, and south. Hong Kong is one of the most densely populated areas in the world, with a population of seven million people inhabiting only 1,108 sq. km. (428 sq. mi.) of land. Known as a global hub where East meets West, Hong Kong is Asia's "world city"—an autonomous melting pot of cultures. In spite of its size and visibility, Hong Kong's neighborhoods possess an authentic sense of community and security that is unlike other large metropolises.



Hong Kong began as a trading port and became a dependent territory of the United Kingdom in 1842 and remained so until the transfer of sovereignty to the People's Republic of China in 1997. Along with Macau, Hong Kong is one of the two Special Administrative Regions (SAR) of China, operating under the "one country, two systems" policy. As a result, Hong Kong is largely self-governing, has its own currency, legal and political systems, and a high degree of autonomy in many administrative areas. Renowned for its expansive skyline and natural setting, Hong Kong is one of the world's leading financial capitals. A major business and cultural hub, it maintains a highly developed capitalist economy. Its identity as a cosmopolitan center where East meets West is reflected in its cuisine, cinema, music, and traditions. Although the population is predominantly Chinese, residents and expatriates of other ethnicities form a small but significant segment of society. It is a "westernized city next to the fastest growing economy in the world."

While a world-class center for commerce and trade, it is also very much a family-friendly place. Hong Kong has that special energy that is a hallmark of big city living, but its hilly and mountainous terrain offers the charm of expansive countryside dotted with small villages as well as access to plentiful parks and reserves. Hong Kong's Mass Transit Railway (MTR) is one of the best underground metro systems in the world—safe, clean, fast, and easy to navigate. Residents also use taxis, buses, and trams to navigate the city. The heart of the city bustles with activity until late, as patrons enjoy the many boutiques and world class shopping, as well as an ample array of culinary options from fine dining to street stalls. From its vibrant cityscape to the ease of travel to other parts of Asia, Hong Kong has a great deal to offer its residents.

HKIS students benefit from exposure to the broad economic and ethnic diversity of the area. The school's two campuses are located on the south side of Hong Kong Island, a more tranquil area featuring beaches and parks that is home to a large expat community. This area is about a 30-minute drive from Hong Kong's more bustling north side.



CHALLENGES AND OPPORTUNITIES

The next Chief Advancement Officer (CAO) will be tasked with building out a comprehensive fundraising and constituent relations program that leverages the school's strengths and excellent international reputation. The existing HKIS constituency is engaged and supported by an experienced, mission-driven, and well-staffed advancement team.

An area of focus for the incoming Chief Advancement Officer will be to continue to develop a broader 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 in order to create a significant and sustainable culture of philanthropy in an international school community. Consistent and differentiated education and community outreach will remain essential in crafting a comprehensive case for support and matching new and existing donors with the right giving opportunity at HKIS.

Key areas of responsibilities:

Fundraising

- Plan and lead the work of intensive capital fundraising including endowed gifts and all major gift fund raising activities of the school;
- Provide guidance for all fundraising and relationship building events including alumni engagement;
- Lead the Annual Fund campaign and continue to grow donations and participation rates.

Public Relations

- Develop and maintain external relationships with key internal and external stakeholders, including alumni, parents, the Hong Kong government, corporations, the Lutheran Church– Missouri Synod and the Hong Kong community.



Communications

- Oversee the development of internal and external communications for the school, including print, video and electronic articles and publications, and publicity strategies for events;
- Liaise with media and relevant parties to ensure media releases are accurate and reflect a positive image of HKIS;
- Develop key messaging points for crisis communications to ensure consistency of messages.

Marketing

- Oversee the development and implementation of an overall marketing plan for the School;
- Ensure the management, consistency, protection and promotion of the HKIS brand.

Alumni Relations

- Oversee alumni programs to ensure that relations with HKIS alumni are maintained and enhanced, to promote participation in HKIS events and increased support in fund raising efforts.

Management

- Provides leadership to the Advancement Office and Advancement committee of the School's Board of Managers;
- Prepare and monitor the annual budget in order 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 HKIS Schoolwide Leadership Team to collaboratively develop and lead policy, strategy and guide the direction for the school.

Other

- Undertake other duties and functions as required by the HOS, which will help impact and strengthen the contributions of the function.



QUALITIES AND QUALIFICATIONS

Education

- Minimum of Bachelor's Degree in PR, Marketing or Communications, Master's Degree preferred.

Experience

- 8-10 Years Public Relations and Development related functions, of which a minimum of 7 years should be in management with supervisory responsibilities;
- Experience in fund raising and major capital campaigns;
- Experience or interest in education.

Skills

- Solid fundraising experience and a strong record of soliciting foundation, corporate, and individual support coupled with proven experience in dealing with the media, corporate sponsors and ideally organizing major corporate events;
- Demonstrated track record of strong leadership that is entrepreneurial, flexible, responsive and diplomatic, including a track record for leading, managing and developing a team; demonstrated ability to encourage and energize staff, professional peers, donors, community business leaders, government officials and other friends of the school;
- Excellent verbal and written communication, presentation, and public speaking skills; ability to represent HKIS in public forums. A clear and confident communication style that shows spirit, enthusiasm, and integrity. Fluency in English essential, Mandarin and Cantonese desirable;



- 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 the Board of Managers;
- As a school grounded in the Christian faith, HKIS seeks to hire candidates who are interested in the complex questions of faith and spirituality and who are keen to learn and interact with others of different faith traditions.

TO APPLY

Interested candidates should submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the HKIS position;
- Current résumé;
- List of five references with name, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

Jonathan Ball
Search Consultant
jonathan.ball@carneysandoe.com