



**Director of Advancement**  
Leysin American School in Switzerland  
Leysin, Switzerland

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The Leysin American School was founded by Mr. and Mrs. Fred C. Ott in 1960 with the intention of offering a United States college preparatory education and Swiss boarding experience to both American and international students. LAS currently services approximately 330 students from about 60 countries ages 12-19, in grades 7-12. LAS graduates enroll in universities in North America and Europe, and almost all teachers and administrators are US, Canadian or European citizens. LAS prides itself on an education that develops innovative, compassionate, and responsible citizens of the world. LAS offers a balanced program of study, sports, recreation and cultural travel to promote the holistic education of their students. The curriculum promotes open inquiry and experiential learning in the lower years, with either a US High School Diploma or an IB diploma. Students, faculty and administrators can opt for skiing lessons from the Swiss Ski School. There are numerous cultural trips to Zurich, Paris, London, Venice, Vienna, among other European cities. Leysin is a beautiful resort town about ninety minutes from Geneva in the French-Speaking Swiss alps.



**Carney  
Sandoe**  
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

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## Director of Advancement

Leysin American School is seeking a Director of Advancement for the 2019-20 school year. The Director of Advancement will report directly to the Managing Director and Head of School and will coordinate with the Head of Operations and the Chairperson of the Board. This person will join an growth-minded team and oversee marketing and communications efforts as well as all fundraising work, including the Comprehensive Capital Campaign with a goal of CHF 12 million.



## Responsibilities

- Manage all fund-raising and alumni relations work, specifically focusing on meeting the goals set in the Comprehensive Capital Campaign (CHF 12 million over the next 5 to 6 years.)
- Oversee the marketing and admissions work for an assigned region (e.g. Gulf countries – details to be confirmed.)
- Work closely and coordinate with the admissions office in all advancement efforts at LAS
- Develop alumni relations to support school advancement efforts from fund-raising to student recruitment
- Strengthen the culture of giving at LAS to make fundraising an additional, reliable source of revenue
- Act as an administrator on call over two weeks/school year & as LAS Faculty family parents



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### Qualifications:

- Master's degree or equivalent in appropriate field preferred
- At least 5 years' experience in fundraising, alumni relations, and/or advancement preferred
- Boarding school and/or international experience preferred
- Excellent public speaking skills
- Excellent role model for students and community
- Strong interpersonal and communications skills and a team player attitude
- Highly organized, task-oriented and committed individual.



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## Compensation & Benefits

This is a 12-month full-time exempt position that starts June 30, 2019, upon successful completion of background screenings. Salary package will be CHF 100,000 with room for discussion, and includes full room and board, as well as participation in Swiss health plan and Swiss pension plan.

## Interested Persons Contact:

Jonathan K. Ball  
Managing Associate  
Carney, Sandoe & Associates  
617-933-3450 (dir)  
[jball@carneysandoe.com](mailto:jball@carneysandoe.com)

*All inquiries and nominations are kept confidential.*

*Leysin American School does not discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices. The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*



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