



**Head of Development**  
Zurich International School  
Wädenswil, Switzerland

Zurich International School (ZIS) is a leading, non-profit day school offering a comprehensive education program for students aged 3 to 18 in the greater Zurich area. At ZIS, small, close-knit communities are important for learning success. Three divisions on two campuses allow nearly 1,300 students to have an intimate, personalized learning experience at each stage of their journey. As the oldest, accredited international school in Switzerland, ZIS maintains a database of over 9,000 current and former students, parents and employees.

All divisions — focused on the core philosophy of “Learn, Care, Challenge, Lead” — include high-quality academic programs combined with social-emotional learning and community and global engagement. The school puts a premium on small learning environments and individual pathways. The school uses technology extensively in the classroom and engages all students in outdoor learning, athletics, clubs and field trips throughout the year. The language of instruction is English, with additional support for non-English speakers. The school community is decidedly international with 50 nationalities represented, creating healthy diversity and a source of distinctiveness.

ZIS is an International Baccalaureate (IB) World School (offering the IBDP) and is accredited by both the Council of International Schools and the New England Association of Schools and Colleges in the United States. The school also offers a robust AP program. ZIS is also approved by the Department of Education at the Canton of Zurich and is a member of the European Council of International Schools and the Swiss Group of International Schools.



**Carney  
Sandoe**  
& ASSOCIATES

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## Head of Development

The Head of Development reports to the Director of Community Relations and is responsible for managing the Advancement Services Coordinator and the Development Associate (Alumni). The Head of Development is responsible for strengthening the culture of philanthropy, and developing, implementing and managing the Corporate Partnerships program at ZIS. A key focus will be on identifying new opportunities by strategically planning, designing, implementing, managing and overseeing the annual giving, alumni relations, events, and special projects programs.

## Major Functions and Responsibilities

### Fundraising: Annual Giving and Major Gifts

- With the support of the Advancement Services Coordinator plan, coordinate and manage the marketing and PR programs for the Annual Fund
- Oversee the successful execution of the Annual Fund for the parent and alumni community
- Recruit and manage key Annual Fund volunteers
- Develop and implement strategies that will grow Annual Fund participation and revenue, executing new initiatives to retain existing and attract new donors
- Maintain department and program reports and performance indicators
- Be visible in the ZIS Community and schedule personal meetings, both on-site and off-site, with donors in order to develop relationships that deepen school engagement and support
- Maintain professional awareness of sector trends and developments and suggest and implement improvements to the overall philanthropic program
- Adhere to fundraising best practices, policies and procedures to ensure a high standard of professional and ethical fundraising
- With the support of Advancement Services Coordinator develop impactful information-sharing strategies for stewarding prospects and donors
- Oversee the careful execution of a moves management strategy to foster greater engagement and financial support, including oversight of all activities for donor identification, research, cultivation, solicitation, and stewardship
- Manage a personal portfolio of high and mid-level donors

### Corporate Partnership

- Implement the school's strategic partnership program as defined by the Corporate Partnership Committee
- With the support of the Advancement Services Coordinator, ensure a broad and accurate database documenting the developing relationships with corporate partners
- Serve as the first point of contact for the strategic corporate partners and members of the school community
- Cultivate and nurture high-value corporate partnerships to secure multi-year and strategic relationships
- Develop and build transformational corporate partnerships that deepen the student community and learning experience, while ensuring continued financial support.



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## Alumni and Community Development

- Work with the Development Associate to strengthen ties to our alumni community and to foster greater philanthropic support
- Implement regular communication with ZIS alumni that includes direct contact, e-mails, and social media
- Establish and build relationships with a wide range of alumni, regionally, nationally and internationally
- Develop and maintain networking, special and gathering events for the alumni program
- Oversee alumni and community relations efforts to establish and strengthen ties with the School's constituents, including parents, alumni, parents of alumni and friends.
- Serve as the school's liaison for the ZIS Professional Women's Network.



## Bi-Annual Gala

- Lead the Gala Committee planning meetings
- Collaborate and set strategic direction with the Parents' Association Executive Committee, to determine the area for fundraising
- Develop a visual identity and support materials for the evening.
- Successfully execute an enjoyable and engaging Gala



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### Qualifications:

- Bachelor's degree required.
- Minimum of 3 years of fundraising experience in the education field, with preference given to independent school or higher education development experience.
- Superior written and oral communication skills.
- Native/Fluent in English language
- German language skills a plus but not a requirement
- Intercultural competencies are essential
- Ability to work independently and cooperatively within a team environment.
- Proven track record of creatively building and leading successful teams
- Thorough grasp of the current trends in development, alumni and external relations
- Demonstrated analytical and fund-raising skills with the ability to recognize opportunities, identify critical, high pay-off activities and prioritize them to attain goals.
- Significant experience with Raisers' Edge NXT a real plus.
- Ability to work effectively with fellow administrators, volunteers, and boards.



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### **Department Communication**

Collaborate with the Director of Community Relations to set strategy and goals for the department. The Head of Development is empowered to make decisions to effectively implement these strategies and to meet these goals. The Director of Community Relations and the Head of Development will meet weekly to discuss and review the status of the comprehensive philanthropic program.

The Head of Development will attend Community Relations meetings and may also attend committee meetings of the Board of Trustees.

### **Interested Persons Contact**

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*All inquiries and nominations are kept confidential.*



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