



Director of Development

St. Mary's International School
Tokyo, Japan

Founded in 1954, St. Mary's International School is a K–12 boys school located in the heart of Tokyo. We offer a personalized and holistic education, including the IB Diploma Programme, that helps students grow into well-rounded, globally minded young men. For over 70 years, St. Mary's has excelled in academics, arts, and athletics, with a strong commitment to service and student well-being. Our extensive programs and extracurriculars support students' academic, emotional, physical, and social development and offer opportunities to explore passions, grow as leaders, and engage with the world in meaningful ways.

As a Catholic school that welcomes students of all faiths, we foster global awareness, intercultural learning, and a strong sense of community. St. Mary's is a vibrant, diverse, inclusive, and collaborative environment with faculty and students from over 50 countries. As a not-for-profit school, we reinvest in our students through outstanding teachers, modern facilities, and extensive resources. Our strong alumni network speaks to the lasting impact of a St. Mary's education, with graduates staying closely connected long after they leave.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Director of Development:

St. Mary's is seeking a strategic, relationship-driven, and visionary Director of Development (DoD) to lead our fundraising and philanthropic initiatives. This is an exceptional opportunity for an experienced advancement professional to shape and grow a culture of giving that supports our mission and long-term strategic goals.

The DoD will work closely with the Head of School, Board, Leadership Team, and parent and alumni organizations to drive major giving initiatives, strengthen community engagement, and secure critical philanthropic support. This role will also promote the importance of fundraising and philanthropy across St. Mary's and develop multi-year plans to build a sustainable, mission-aligned culture of institutional advancement.



Key Responsibilities:

Fundraising Strategy & Execution:

- Develop and lead a range of giving campaigns, including Annual Giving, Major Gifts, scholarships, and other key initiatives, targeting parents, families, alumni, and friends of St. Mary's.
- Plan and execute capital campaigns that align with St. Mary's strategic priorities and inspire major donor support.
- Manage a personal portfolio of high-capacity donors with the ability to cultivate and solicit gifts of USD \$50,000–\$5 million.
- Develop a multi-year, data-driven fundraising plan rooted in analytics and prospect research.



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Key Responsibilities (continued):

Community Engagement & Events:

- Lead planning and execution of key fundraising and stewardship events, including alumni reunions, community celebrations, and volunteer-driven fundraisers.
- Partner with the St. Mary's Parent Association (SMPA) on annual school wide fundraising events, including the International Gala, Bingo, and Carnival.
- Collaborate with Admissions to support new family orientation and philanthropy education.
- Serve as an ambassador and representative of St. Mary's, establishing and maintaining effective relationships with alumni, volunteers, donors, funders, partners, friends, corporations, and the wider community.

Alumni & Constituent Relations:

- Build and maintain a robust alumni engagement strategy for both recent and longtime graduates.
- Expand donor and volunteer pipelines through relationship-building with broader school constituencies.
- Maintain and expand the database of alumni and donor contacts.

Leadership & Collaboration:

- Serve as a key advisor and thought partner to the Head of School, working in close collaboration with the Leadership Team and Board to shape and execute the school's advancement strategy.
- Establish and uphold best practices in data management, gift acknowledgment and processing, donor stewardship, reporting, and confidentiality.
- Monitor trends in advancement and ensure alignment with the highest professional standards.
- Provide campaign and fundraising performance reports and analysis to the Head of School and Board.
- Foster a culture of philanthropy throughout the St. Mary's community.
- Engage actively in school life and contribute to broader institutional efforts, as needed.



Communications & Marketing:

- Collaborate closely with the Director of Marketing & Communications to develop and execute all advancement-related communications, including campaign materials, donor outreach, annual reports, donor newsletters, digital content, and fundraising collateral.
- Drive marketing efforts that clearly communicate fundraising priorities, impact, and opportunities to stakeholders.



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Qualifications:

- Bachelor's degree required (advanced degree preferred) with 5+ years of experience in fundraising, development, or institutional advancement, ideally in education or non-profit sectors.
- Proven success leading comprehensive advancement programs, including annual giving, capital/endowment campaigns, and major and planned gifts.
- Experience cultivating, soliciting, and stewarding major donors and institutional partners, along with engaging alumni and volunteers.
- Excellent strategic planning skills, able to lead through both data and vision.
- Exceptional verbal and written communication skills, able to convey complex ideas and data clearly and persuasively.
- Proficient with donor databases, CRM systems, wealth screening tools, and digital fundraising platforms (PowerSchool or similar preferred).
- Experience managing and motivating teams in a collaborative, goal-driven environment.
- Excellent cross-cultural awareness and interpersonal skills, with a proven ability to build strong relationships across diverse stakeholder groups.
- Familiarity with international or independent schools is preferred.
- Strategic, adaptable, organized, resourceful, and confident in decision-making.
- Warm, personable, and committed to fostering a positive, inclusive community.



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Compensation:

St. Mary's offers a competitive salary and benefits package commensurate with experience, education, and qualifications, including annual flights to home of record and a housing allowance.

Interested Persons Contact:

Jonathan K. Ball
Managing Associate
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All inquiries and nominations are kept confidential



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