



## [KARUIZAWA] Head of Advancement

### Job Information

**Hiring Company**

UWC ISAK Japan

**Subsidiary**

学校法人ユナイテッド・ワールド・カレッジISAKジャパン

**Job ID**

1474805

**Industry**

Education

**Company Type**

Small/Medium Company (300 employees or less)

**Non-Japanese Ratio**

Majority Non-Japanese

**Job Type**

Permanent Full-time

**Location**

Nagano Prefecture, Kita-aku-gun Karuizawa-machi

**Train Description**

Shinano Tetsudo Line, Shinano Oiwake Station

**Salary**

7 million yen ~ 7.5 million yen

**Refreshed**

May 15th, 2024 01:00

### General Requirements

**Minimum Experience Level**

Over 6 years

**Career Level**

Executive

**Minimum English Level**

Business Level (Amount Used: English usage about 75%)

**Minimum Japanese Level**

Fluent

**Minimum Education Level**

Bachelor's Degree

**Visa Status**

Permission to work in Japan required

### Job Description

#### HEAD OF ADVANCEMENT

The Head of Advancement (HoA) provides strategic vision, innovative leadership, and clear direction for all development, marketing, communications, public relations and alumni relations programs. The HoA oversees the budgets for all the advancement teams. The HoA is an enthusiastic, thoughtful, organized

professional who leads by example and empowers the members of the various advancement teams. This is an important, wide-ranging position at UWC ISAK Japan. The lists below cover different but related fields. It is not expected that the successful applicant will necessarily have hands-on experience in all, but should be conversant with the range, and able to lead and manage effectively. Reporting to the Head of School and serving as a member of the School Leadership team, the HoA leads all aspects of the advancement teams and resources. This includes UWC ISAK Japan's work in communications and community engagement, philanthropy, outreach, and alumni relations. All this grows the visibility and brand recognition of UWC ISAK Japan within Japan, and outside its borders in both the regional and global contexts. The HoA will also work closely with the UWC ISK Japan Admission Team.

The HoA possesses strong leadership and people-management skills as well as a keen understanding of best practices in fundraising (preferably in a school setting), marketing (digital and non-digital), and communications, with a proven ability to meet objectives backed by a record of accomplishment. The HoA is a professional of the highest integrity and seeks to bring out the best in the members of the team. The HoA possesses excellent communication skills and is an open, achievement-oriented professional. They have a collegial, team-building style with a track record of motivating staff to keep them engaged, energized, and focused on results. The HoA creates a professional work environment that rewards individual and collective success while building confidence in the individual team members. The HoA must be a very fine role model in all respects, particularly in the demonstration of character in a residential setting.

## **Roles and Responsibilities**

### **Key Areas of Responsibility**

#### **Strategic Development and Major Responsibilities**

The HoA will work with the Advancement Team and the 'Short Course' Team:

- To develop and implement the School's mission, vision, aims, and objectives – this is the 'big picture' purpose of the position. Specifically, this entails the following:

#### **TEAM MANAGEMENT**

- To set clear direction and priorities for a team of around 7 or 8 fellow professionals and lead with enthusiasm, warmth, and expertise;
- To promote excellence through well-defined and measurable goals and inspire and motivate staff by fostering a work environment that rewards new ideas and risk taking;
- To partner with and guide where needed the President of the Board's and the Head of School's engagement with donors, ensuring that they are well briefed and that their time spent on this is highly productive;
- To be an ambassador for the Advancement Office to the community promoting understanding of the work of the office and working to engage the whole of the UWC ISAK community and extended family in its activities as and when appropriate;
- To assist the Director of Short Courses in strengthening the impact of UWC ISAK Japan through short courses and programs for students who do not attend the School full-time.

#### **FUNDRAISING**

- To launch systematic initiatives to identify and cultivate the next generation of donors to UWC ISAK Japan while maintaining and strengthening ties to existing donors, who are predominantly Japanese;
- To help seek out with determination new philanthropic opportunities, and create a strong and consistent message about UWC ISAK Japan to its constituencies;
- To assess the fundraising potential and serve as architect and builder of a strategic, cohesive, and systematic fundraising program to broaden and strengthen development and volunteer/donor/alumni/parent relations activities;

#### **MARKETING AND COMMUNICATIONS**

- To work closely with the marketing and communications team and to oversee its work of promoting the school with sensitivity, humility, and pride, in both English and Japanese;
- To closely monitor the numerical targets for digital marketing including but not limited to social media reach, website PVs, and registrations of interested applicants for admission;
- To oversee the creating of publications for external and internal communication in both languages;

**COMMUNITY ENGAGEMENT, ESPECIALLY ALUMNI**

- To help grow the development and alumni relations office including annual, major, principal, and planned giving programs;
- To foster alumni and donor relations, advancement services, stewardship, event, and prospect research;

**PUBLIC RELATIONS**

- To help develop and manage a comprehensive media relations policy and practice in Japan and abroad.

**SHORT COURSES, SUCH AS SUMMER AND WINTER PROGRAMS**

- With the Director of Short Courses, to extend the number and the nature of experiences and impact;
- To research the possibility of online experiences related to short course growth.

**LEADERSHIP**

- The HoA will be a core member of the School Leadership Team, representing the interests of the general advancement of UWC ISAK Japan;
- The HoA will be a role model in leading skills for students.

**SAFEGUARDING**

The HoA must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the HoA becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the Head of School or to the DSL or to one of the DDSs immediately.

**OTHER DUTIES**

Other duties may be assigned from time to time by the Head of School or the President of the Board, in conjunction with the Head of School.

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**Required Skills**
**Qualifications (all desirable, but all not essential)**

- Must be bilingual in Japanese and English, with a Bachelor's degree in a field broadly related to this type of work, such as education – advanced degree preferred;
  - Minimum of 8 years of experience in nonprofit fundraising and 5 or 6 years of experience managing a team, covering many of the areas described above;
  - Must possess a personal and professional confidence and have a sense of warmth and empathy toward others;
  - Experience setting and implementing a strategic development plan for soliciting, securing, and stewarding major and principal gifts, and demonstrated success in portfolio management, prospect qualification, analytics, and research;
  - Proven leadership, managerial, and supervisory skills with a commitment to teamwork and with an ability to motivate direct reports, colleagues, donors, and volunteers, lead by example and attract and retain outstanding talent;
  - Superior communications and strategic skills, and a strong grasp of industry best practices in Marketing, Communications, and PR;
  - Skilled in using performance metrics to drive both individual and team success in all aspects of Advancement;
  - Must be able to travel regularly and work flexible hours, when needed, including weekends and evenings;
  - Must have a demonstrated ability to think strategically and creatively, make data-informed decisions, work well under pressure, and manage details of several concurrent projects.
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**Company Description**