



Development and Advancement Coordinator

Job Information

Hiring Company

FUKUOKA INTERNATIONAL SCHOOL

Job ID

1554526

Industry

Education

Job Type

Permanent Full-time

Location

Fukuoka Prefecture, Fukuoka-shi Sawara-ku

Train Description

Airport Line (No.1 Line), Fujisaki Station

Salary

3.5 million yen ~ 4 million yen

Work Hours

月曜日から金曜日、午前8時～午後4時30分、7.5時間勤務

Holidays

有給休暇（初年度10日、上限20日）、ウェルビーイングデー（年10日）、特別休暇、産休、育児休暇

Refreshed

October 9th, 2025 13:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

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

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

No permission to work in Japan required

Job Description

Responsible to: Deputy Business Manager, Business Manager & Head of School

Introduction

FIS is an IB World school with a commitment to a high quality, challenging, international education catering to students aged 3 to 18+. Our mission at FIS is to INCLUDE, EMPOWER, and IMPACT in all aspects of life. This new position plays a key role in supporting the launch and ongoing coordination of FIS's donation and advancement initiatives, including fundraising efforts tied to campus development, educational enrichment, and community engagement. You will be expected to embrace and promote Fukuoka International School's mission with utmost professionalism as a member of our school.

Position Overview

The Development and Advancement Coordinator will support and help drive fundraising and donor engagement activities. Working closely with the Business Office, School Leadership, and Managing Director, this role will be instrumental in establishing and managing donor relations, communications, and logistics to help ensure the success of FIS's strategic fundraising goals.

Responsibilities**Fundraising Coordination**

- Support the establishment and administration of FIS's donation campaign, including donor tracking, correspondence, and acknowledgements
- Maintain up-to-date records of all donor-related activities, contributions, and pledges
- Coordinate donor reporting, usage tracking, and related communications
- Ensure fundraising campaign milestones are met on time and on target

Donor and Alumni Engagement

- Serve as a point of contact for current and prospective donors, including parents, alumni, corporations, and other stakeholders
- Help establish and maintain an alumni network and alumni outreach strategy
- Organise events for donor and alumni functions

Communications and Public Relations

- Collaborate on the creation and maintenance of content for the donation section of the FIS website
- Support the creation of donor newsletters, thank-you letters, campaign updates, impact stories and other related publicity collaterals
- Assist to create compelling communications through social media, press releases, and visual storytelling related to fundraising goals

Reporting and Coordination

- Support the preparation of reports for the Board of Directors and relevant committees
- Coordinate with external vendors and platforms for online donations and payments
- Ensure compliance with legal and financial requirements (e.g., receipts, tax certificates, privacy)
- Track and report on performance of various fundraising channels utilised and identify trends and insights for future campaigns

Other duties may be assigned as appropriately by the Head of School and / or Business Office Leadership Team.

***Please submit an English CV and cover letter**

Required Skills**Qualifications, Experience, and Skills**

- A bachelor's degree in Business Administration, Nonprofit Management, Communications, or a related field (or equivalent experience)
- At least 2 years of experience in development, fundraising, donor relations, sales or administrative project coordination
- Proven track record in managing projects and communication skills, with attention to detail
- Ability to work independently and under pressure while coordinating across departments and stakeholders
- Experience with database systems or donor management platforms is an asset
- Positive, proactive attitude and a commitment to FIS's mission and values
- Near-native level Japanese and English is required

Safeguarding and Child Protection Policy

All FIS members are required and will be responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and will adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times. All employees are required to sign the school's code of conduct and be familiar with the school's Safeguarding and Child Protection Policy. In the course of carrying out the duties of the role, if s/he identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to FIS's Safeguarding Lead or Deputy Safeguarding Lead or to the Head of School so that a referral can be made accordingly to the relevant third party services.

Company Description