

Development and Advancement Coordinator

募集職種

採用企業名

学校法人福岡国際学園 福岡インターナショナルスクール

求人ID

1554526

業種

教育・学校

雇用形態

正社員

勤務地

福岡県,福岡市早良区

最寄駅

空港線 (1号線)、 藤崎駅

給与

350万円~400万円

勤務時間

月曜日から金曜日、午前8時~午後4時30分、7.5時間勤務

休日・休暇

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

更新日

2025年11月06日 13:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル (英語使用比率: 75%程度)

日本語レベル

ネイティブ

最終学歴

大学卒: 学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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 eff orts 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 Offi ce, 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 fi nancial requirements (e.g., receipts, tax certifi cates, 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 Offi ce Leadership Team.

*Please submit an English CV and cover letter

スキル・資格

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 suff ering or likely to suff er signifi cant 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.