

Munich International School (MIS), located in Starnberg, South of Munich, Germany, is an outstanding, innovative, and comprehensive international school for students aged 4 to 18 years. An inspirational faculty and staff create an exceptional learning environment that motivates all students to be globally minded, academically successful, well-balanced, and prepared for future challenges and responsibilities.

We are looking for a

## Fundraising & Philanthropy Coordinator (m/f/d)

As full-time (35 hours/week), beginning as soon as possible.

### YOUR ROLE

The Fundraising & Philanthropy Coordinator is part of the Advancement Team. The Advancement Team develops and implements strategies to help MIS achieve its mission by ensuring that all kinds of resources are acquired and made available to the school's leaders and employees. The team includes marketing and communications, admissions, alumni relations, and fund-raising & philanthropy. The Fundraising & Philanthropy Coordinator has special responsibility for developing and implementing strategies to grow a culture of giving in the MIS community and achieving both perennial and ad-hoc fund-raising goals.

### YOUR KEY RESPONSIBILITIES

- Contribute to the development and implementation of strategies to establish and **grow a culture of institutional giving** in the MIS community.
- **Develop** and continuously expand **a portfolio of contacts** in and beyond the MIS community who will support the school's fund-raising and philanthropic goals.
- Take the **lead on individual fund-raising campaigns and events**, including by acting as the primary organizer and driver for both small and large initiatives.
  - Recruit and coordinate supporters to help conduct campaigns and events.
  - Participate both in the leadership and planning of initiatives and events and in the actual execution of those initiatives and events.
- **Evaluate the success of fund-raising initiatives** and suggest and implement adjustments to maximize the effectiveness of the school's philanthropic and fund-raising work.
- **Ensure that fund-raising targets** (both annual and ad hoc) **are met** or exceeded.

### YOUR PROFILE

- **Ability to lead strategic planning** and strategy implementation in the areas of fund-raising, institutional philanthropy, and community donations.
- **Ability to inspire and motivate partners** and potential partners of MIS
- **Exceptional communication skills**, including the ability to speak and write at a professional level and to represent the school to all kinds of partners and potential partners.
- **Ability to build positive rapport and mutual trust** with a wide range of stake-holders and partners both within and beyond the school community.
- **Strong organization and process management skills.**
- **Fluency in English and German** (oral and written) is essential.

- Strong **proficiency in** a range of **information technologies**, including databases and communication platforms.
- **Positive, energetic, out-going person** who enjoys building relationships with a wide range of diverse people.
- **Intercultural competencies** and respect and appreciation for diversity.
- **Interest in** the development and **education** of young people.

#### **WE OFFER AT MIS**

- A challenging and exciting position in a unique, international school environment
- Effective cooperation in a professional and caring team with positive team spirit
- Learning and development opportunities for personal and professional growth
- Initially a 2-year contract, with possibility to extend it time-unlimited
- Excellent benefits package: Monthly salary (based on an in-house collective agreement, 13th month salary, holiday bonus and meal allowance)
- Modern and comfortable working environment

#### **YOUR APPLICATION**

We look forward to receiving your application! Please send it to [employment@mis-munich.de](mailto:employment@mis-munich.de).

#### **Munich International School e.V.**

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Human Resources • [employment@mis-munich.de](mailto:employment@mis-munich.de)