

The German Swiss International School (GSIS) is one of Hong Kong's leading international schools providing quality, holistic education to a multinational student body of approximately 1300 students and 240 faculty and staff. The school is organised into two Streams, German and English leading to qualifications in the German International Abitur and I/GCSE & IBDP respectively. We are inviting applications from experienced candidates for the following position, **commencing as soon as possible or as mutually agreed.**



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DEUTSCH-SCHWEIZERISCHE
INTERNATIONALE SCHULE
GERMAN SWISS
INTERNATIONAL SCHOOL

COMMUNITY RELATIONS AND DEVELOPMENT SPECIALIST – ADVANCEMENT DEPARTMENT

We are looking for an experienced Community Relations and Development Specialist who has a passion for building relationships and engaging with the school community, businesses, and alumni, as well as seeking sponsorship and fundraising opportunities.

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Duties & Responsibilities

- Build and nurture relationships, enhance engagement, and explore collaboration opportunities with GSIS stakeholders, including the community, donors, consulates, chambers of commerce, and cultural and social organizations.
- Represent the school at relevant events and activities, fostering connections through networking to support student enrolment, corporate partnerships, and fundraising efforts.
- Conduct outreach to the business community to promote corporate philanthropy.
- Develop a strategic and comprehensive framework for identifying, cultivating, soliciting, and stewarding individual donors, while advancing the school's vision and mission.
- Maintain and grow the alumni network and database by capturing details of graduating classes, organizing reunions and gatherings, and ensuring effective communication.
- Manage the CRM system to keep donor information and historical data up-to-date and compile analytical reports on donor contributions and fundraising campaigns.
- Collaborate with the Parents' Organisation for Community (POC) to support their initiatives and foster community spirit.
- Strengthen relationships within the GSIS community by overseeing various community events such as the Christmas Bazaar, donor appreciation events, alumni gatherings, and other fundraising activities.
- Perform additional and ad-hoc tasks as required to support the school's goals and objectives.

What we are looking for

- Bachelor's degree in a related field such as communications, public relations, marketing, non-profit management, or a related discipline.
- Minimum of 5-8 years of solid experience in community relations, development/sales, and fundraising, with a proven record of success.
- Excellent command of English with exceptional writing skills; proficiency in German is a must. Knowledge of Cantonese and Mandarin is an advantage.
- Strong communication, interpersonal, and organizational skills are essential.
- A commercial mindset to drive the school's financial goals.
- Creative and strategic thinker.
- Strong attention to detail and accuracy.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Ability to work independently and efficiently, with a strong sense of responsibility to follow up on tasks in a timely manner.

What we offer

GSIS offers benefits such as competitive salary, medical health insurance, 20 days' annual leave, in-house cafeteria and 13th month salary payment. Staff bus transportation is provided between Central and the Peak Campus, subject to availability. We welcome candidates who show a commitment to continuous professional development and are willing to contribute to wider school activities.

How to apply

If you are interested in joining our team, please apply via the GSIS online recruitment portal (<https://www.gsis.edu.hk/careers/job-openings/>) to the Director of Human Resources. Further information on the school, its facilities and programmes are available on the school's website <https://www.gsis.edu.hk/>. Applicants not invited for an interview after four weeks may consider their applications unsuccessful. Personal data collected will be used for recruitment purposes only. **GSIS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Full background checks will be conducted to safeguard all student at GSIS.**