



JOB OPPORTUNITY

Giving Manager

Summary

- Contract type: CDI
- Expected start date: As soon as possible

The primary objective of this role is to foster a strong culture of philanthropy within the broader ASP community and to maximize donations in support of ASP's mission. The Giving Manager is responsible for implementing a comprehensive annual regular giving program and supports the Advancement Director in major giving initiatives.

Responsibilities include preparing effective fundraising appeals and messages in collaboration with the Communications Manager, engaging with existing and potential supporters in collaboration with the Advancement Director, conducting deep and thorough prospect research to broaden the major gifts prospect pool, and completing all gift processing and tracking.

The Giving Manager is an integral member of a team committed to shaping the trajectory of enrollment, engagement, and philanthropy at the American School of Paris.

About ASP

Founded in 1948 and located in one of the most beautiful and romantic cities in the world, the American School of Paris is one of Europe's oldest and most well-regarded international schools.

ASP offers an outstanding academic and extracurricular experience for our 800 students, on the finest international school campus in the Paris region. We are the only school in France to offer both the International Baccalaureate and American Advanced Placement courses. Our diverse and welcoming community comprises over 65 nationalities.

Our mission is to inspire and prepare each student to achieve personal and academic excellence. We look for highly-trained, experienced educators and administrators who continually expand their subject knowledge and technology prowess. Approximately 74% of our faculty hold a master's degree or higher.

Professional development is an integral part of the ASP work experience. In-house and off-site training programs and conferences by thought leaders help to evolve our skills. If you think you'd like to join us, and that you're the right person for this position, we look forward to hearing from you.

Essential Duties & Responsibilities

Essential duties and responsibilities include, but are not limited to, the following:

Fundraising strategy implementation

- Oversee and execute the ASP Annual Fund regular giving program, ensuring agreed-to goals for high participation rates from all stakeholders and achieving agreed-to goals for year on year growth.
- Maximize engagement and retention of individual supporters through prompt acknowledgements, excellent stewardship, and establishing effective donor journeys.
- Review and report on KPIs and giving trends on a regular basis, and use quantitative and qualitative evidence to support the strategic review and development of ASP's regular giving program.
- Develop and manage a personal portfolio of mid-level donors as agreed with the Advancement Director.
- Assist in the development of legacy giving schemes.
- Identify and research potential major gift donors as agreed with the Advancement Director, compiling detailed profiles including family information, professional background, notable interaction with other members of the ASP community, and any other information that could clarify that potential prospect's capacity and interests in philanthropy.

Fundraising communications

- In collaboration with the communications team, manage the development and production of ASP fundraising appeals, impact reports, website information, and all materials aimed at keeping ASP supporters engaged and informed.
- In collaboration with the Business Development Manager, create reports and updates on giving progress and metrics to inform our decision making, and to keep the different stakeholders of the school apprised of the progress of the philanthropic initiatives., including the Board Advancement Committee, admin team, faculty and staff community as well as parents.

Community engagement

- Attempt to develop and lead a volunteer parent committee within the PFA, whose goal is to help increase parent engagement with the Annual Fund.
- Organize cultivation, fundraising, and stewardship events throughout the year as required to achieve the goals for the strategic plan.
- Cultivate strong working relationships with parents, PFA, faculty, and staff to increase support and enthusiasm for philanthropic initiatives.
- Liaise with the Advancement Manager Alumni manager to support the expansion of an engaged Alumni network and the growth of a culture of philanthropic support of ASP by the Alumni community giving back to ASP within this group.
- Liaise with the American School of Paris Foundation to ensure this group is valued and engaged with giving at ASP.

Fundraising administration

- Maintain oversight of the administrative tasks of fundraising-related administration, make recommendations to ensure that Advancement platforms are working efficiently with other school platforms and processes.
- Receive and record gifts into Raiser's Edge and create acknowledgment letters.
- Coordinate funds transmittals and electronic transfer of gift receipts and other supporting documents to the Business Office.
- Create and maintain hard-copy files for gift activity.
- Manage the transfer of any USD gifts to the ASP Foundation.
- Track all open pledges and prepare pledge reminders in French or English.
- Contact and communicate with corporate assistants to facilitate pledge fulfillment.

Advancement team collaboration

- Contribute to the growth and well being of the team through maintaining positive relationships, acting in accordance with the mission of the school, supporting colleagues and the overall goals of the department.

- Be an active member of the broader Advancement team, contribute to planning and discussion regarding the overall goals of the department and their implementation.
- When needed, contribute to team projects especially with regard to events.
- Additional tasks as directed by the Advancement Director;

Qualifications & Experience

Experience & Education

- Minimum of three years of professional experience in fundraising or cause-related marketing and communications, preferably within an educational setting.

Technical Skills

- High level of comfort with technology and willingness to learn the functionality of new platforms, with fluency in Raiser's Edge or other relevant CRM systems.
- Outstanding interpersonal skills, an enthusiastic personality, and a good sense of humor.
- Exceptional oral and written communication skills, with fluency in English and French.

Highly Valued

- Understanding of international cultures, and experience working in an international, multi-cultural environment.
- Flexibility to work independently on multiple projects simultaneously with minimal day-to-day supervision, as well as ability to embrace a collaborative team approach to advancement.

Key Competencies

- Excellent analytical and organizational skills with attention to detail.
- Strong research skills.

Working at ASP

ASP is an equal-opportunity employer. We value a diverse workforce and an inclusive culture and we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity, or expression, marital status, citizenship, and disability.

ASP is committed to ensuring that all students are safeguarded and protected from all forms of violence, abuse, exploitation, and neglect. Upon employment, all faculty and staff

members are required to sign a student protection agreement, and undergo a background check.

Application Process

Apply to this position through the American School of Paris website, by clicking [on this link](#)