



NAGOYA INTERNATIONAL SCHOOL

2686 Minamihara, Nakashidami, Moriyama-ku, Nagoya, Japan 463-0002
TEL: 052-736-2025 FAX: 052-736-3883 WEB: www.nis.ac.jp EMAIL: info@nis.ac.jp
学校法人 名古屋国際学園 〒463-0002 名古屋市守山区中志段味南原2686

Inquire Inspire Impact



Positions Vacant

At NIS we are passionate about our mission – and we seek staff who share that passion. We want our students to puzzle, wonder and question the world around them, to choose to contribute to their communities and to articulate and follow their dreams. This is encapsulated in our school motto – Inquire, Inspire, Impact. It sounds ambitious, and it is - but we think it is important, and if you do too, we want to hear from you!

Job Title: Development and Marketing Coordinator

NIS seeks to appoint an experienced, talented and inspiring team member to join our admissions, development and marketing team to take responsibility for the implementation of development and marketing strategies in line with our targets for advancement and enrollment.

Under the leadership of the Director of Admissions & Development, this role involves working closely with the Admissions, Marketing and Development team to develop and deliver upon a marketing strategy that strengthens our brand identity and encourages eligible families to consider NIS as a viable option for their child. This will include oversight and creation of content across multiple platforms for diverse audiences while also managing the key marketing domains for the school: Website and Social Media, Advertising and Promotional Campaigns; Internal Parent Relations; Public Relations; Word of Mouth; Events, Networking & Outreach; Internal and External Communications; Presentation and Brand Management; Media Management; and relationships with our partner organizations and schools. The role will also involve leadership and/or support of development and fundraising efforts as required. The successful candidate will be a strategic thinker with excellent people skills, a love of students and learning, a person who enjoys being the public face of the school and nurturing parent relations, and a collaborative colleague keen to bring the best of every team member to the forefront of our strategy.

Applicants should consider applying based on the below requirements:

ESSENTIAL:

- Qualifications and experience in the marketing industry (preferably in the international schools market)
 - BA degree
 - Native level fluency in English
 - Conversational level fluency in Japanese
 - The ability to create content across all types of media (print, social media, blogs, video)
 - An ability to connect positively with people, bring out the best in others, and shape stories that help potential families understand our school, its mission and its impact on the students we serve
 - Strong organizational skills in event planning and logistics
 - Strong public speaking and presentation skills
 - The ability to analyze and utilize data to fine tune marketing tactics and shape strategy, for example experience in building and implementing a successful marketing plan

HIGHLY DESIRABLE:

- Language ability in Korean and/or Chinese
- Prior experience of working in education, especially in international schools
- Prior experience in leading word of mouth/organic marketing initiatives and partnerships
- Experience of IB programs as a teacher, student or parent
- Prior experience of fundraising and development

Salary and Benefits:

The salary will be in the starting range of ¥3.8-¥5.1m per year with benefits including all statutory insurances and pension and free tuition for dependent children (taxed). For employees relocating to Nagoya, relocation expenses and housing is provided as well as full visa sponsorship.

Application

Please do not apply unless you meet the 'essential' requirements above and have read in full the details about living and working at NIS on the 'working at NIS' section of our website. The details of how to apply are also listed on the website [here](#). We hope to hear from you – and thank you for your interest in NIS.