



Director of Brooklyn Friends Fund: Job Description

The Director of Brooklyn Friends Fund coordinates the Brooklyn Friends Fund campaign from a strategic and tactical standpoint. This position reports directly to the Director of Advancement.

Responsibilities

- Plan and implement a comprehensive, strategic plan of action to identify, cultivate, solicit and steward donors to the Brooklyn Friends Fund to meet and exceed annual financial and participation goals.
- Research prospective donors, current donors and new parents- identify leadership candidates for annual giving.
- By developing strong relationships with the school community, recruit, train, manage and mentor a team of volunteers for the Brooklyn Friends Fund.
- Solicit members of the community for annual gifts as well as cultivate for future major gifts.
- With Director of Advancement, Head of School and Advancement Committee, develop strategies for growing the Brooklyn Friends Fund to meet the financial needs of the School's operating budget.
- Collaborate with the Director of Alumni on strategy, planning and execution for alumni giving in the Brooklyn Friends Fund.
- Collaborate and coordinate with Director of Advancement on strategies for major donors.
- Write all Brooklyn Friends Fund solicitations -- print and online -- and acknowledgement letters.
- Collaborate with Communications in developing copy for journals and annual report and maintaining annual giving pages of the website.
- Oversee planning for cultivation, solicitation and stewardship events including dinners, cocktails parties etc.
- Create and maintain solicitation schedule, track and analyze results, communicate progress to solicitors and produce status reports.
- With Advancement Assistant support, ensure accuracy of gift data entry and timely acknowledgement letters.

Qualifications

- Five (5) years of professional experience in Annual Fund or related fundraising programs
- Proven track record of developing and growing successful fundraising initiatives, including individual donor solicitations
- Excellent interpersonal skills; an ability to develop strong relationships and motivate and cultivate volunteers and donors
- Capacity to motivate a community to further engage in a culture of philanthropy
- Strong and clear communication skills, written and verbal
- Ability to multitask, organize and prioritize in order to meet deadlines and goals
- Excellent command of office technology tools including Raiser's Edge
- A sense of humor, collaborative spirit and strong team ethic
- Bachelor's degree required

Interested applicants should send resume and cover letter to advancementposition@brooklynfriends.org