



POSITION STATEMENT

DIRECTOR OF STRATEGIC PARTNERSHIPS AND MAJOR GIFTS

OVERVIEW

Brooklyn Friends School (BFS), a thriving 2-years-old -12 Quaker school located in vibrant Downtown Brooklyn, seeks a committed and innovative leader to serve (effective July 2022) as Director of Strategic Partnerships and Major Gifts to positively influence the expansive growth of our school's high-level fundraising initiatives. Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

THE LEADER

Reporting to the Head of School, the Director of Strategic Partnerships and Major Gifts will engage Brooklyn Friends School stakeholders with a focus on building meaningful external partnerships with the explicit purpose of furthering the philanthropic efforts within our school, and thus, positively and robustly impacting the school's financial framework.

Primary Responsibilities

In partnership with the Director of Institutional Advancement, lead the development and implementation of a multi-year fundraising strategic and innovative plan to accelerate sustainable philanthropic growth for Brooklyn Friends School

Provide leadership and strategic direction for the school's future capital campaigns

Engage in foundation research, grant writing, and grant reporting

Lead development of cases for significant fundraising efforts

Identify partnerships with major foundations/trusts to solicit financial support for key school initiatives that center on reciprocal mission-aligned commitments

Identify and engage potential donor prospects within corporate and nonprofit entities in sectors aligned with the BFS Mission

Identify, cultivate, and solicit a portfolio of top major and planned gift prospects, making solicitations directly or facilitating it with Head of School or Trustees (as appropriate)

In partnership with the Advancement Associate, maintain and analyze database records to track donors, donor prospects and gifts to retain and increase long-term engagement

Develop an annual work plan with projected growth including financial goals, timelines, and performance targets

Work with Director of Communications and Director of Institutional Advancement to create the necessary brand platform for success and consistency in all BFS philanthropic efforts

Partner closely with Advancement and Communications colleagues to coordinate Major Gifts and Planned Giving efforts with those of the annual fund and alumni relations, and partner in developing individual donor strategies to upgrade and renew large gifts

Qualifications and Characteristics Sought:

- Experience attracting, developing, and managing major relationships with key stakeholders, trusts, and foundations and influencing change
- Significant strategic fundraising experience and a demonstratable track record of securing high value funding from individuals, trusts, and foundations
- Evidence of successfully leading capital campaigns and meeting set goals
- Successful track record of working on varied major fundraising initiatives as well as proven experience of delivering fundraising targets
- Credible, engaging, and inspiring communicator who genuinely infuses core human values and a social justice-driven framework to their work
- A continued learner who upholds our school's values within their lived personal and professional experiences
- An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School's mission. Comfort with and desire to learn more about Quaker values and decision-making practices
- Able to demonstrate having worked within and influenced the growth of a high performing team
- Ability to present governance level data and fundraising-relevant facts to Board of Trustees
- Knowledgeable in research, data acquisition and analysis, and successful implementation of strategies currently shaping effective and emboldened fundraising efforts in Prek-12, colleges/universities, nonprofits, and other entities
- A skillful leader whose strategic thinking, lived experiences, and passion have meaningfully and positively furthered the financial growth and sustainability of a focused environment

- A highly adept and efficient decision maker who seeks broad input and is known for transparency and collaboration
- Program development and development project management experience from conception to delivery of ideas

Professional Requirements

- Advanced degree preferred in related/applicable fields
- Excellent leadership abilities, interpersonal and collaborative skills, speaking and writing skills, strong listening skills, organizational skills, and the ability to follow through
- A detailed thinker with the ability to work independently as well as collaboratively, flexibly, and thoughtfully in a fast-paced and ambitious environment with minimal supervision
- A leader with high character and impeccable integrity with the ability to handle sensitive information with discretion and tact
- Technology skills as they relate to the position

To apply, please provide the following:

1. Resumé/Curriculum Vitae – Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey
2. A Personal Statement/Cover Letter addressed to Head of School, Crissy Cáceres, that expresses the ways in which your journey has demonstrated the school's pillars of Equity and Belonging, Quakerism, and Service Learning/Civic Engagement and how you see yourself further making them actionable within the context of your leadership
3. List of three-four references with name, title, relationship, and contact information
4. Optional: Any other documents, media, or artifacts from your experience that you think represent you in an authentic manner
5. Email the above as attachments or (if possible) one comprehensive PDF to hr@brooklynfriends.org. Please put as subject line, **Director of Strategic Partnerships and Major Gifts**. Thank you.

Please Note: *Deadline to Apply is February 15, 2022.*