

**BROOKLYN FRIENDS SCHOOL**  
BROOKLYN, NEW YORK



START DATE

**JULY 1 2024**



POSITION STATEMENT  
**ASSOCIATE DIRECTOR**  
*of* **ALUMNI RELATIONS**  
*and* **DEVELOPMENT**

## MISSION

Guided by the Quaker belief that there is a Divine Light in everyone, Brooklyn Friends School cultivates an intellectually ambitious and diverse community that celebrates each individual’s gifts. We challenge our students to value and embrace difference as they develop critical thinking skills and apply their knowledge and intelligence both in and out of the classroom. In this rich learning environment, we inspire all members of our community to voice their convictions, to discover and pursue their passions, and to seek truth. Our graduates are compassionate, curious, and confident global citizens who let their lives speak in the spirit of leadership and service.

## COMMUNITY

Brooklyn Friends School is a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn. 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.



## BFS AT-A-GLANCE

Please visit the [BFS website](#) for a deeper dive into our community, history, core values, and program



### FOUNDED IN 1867

157 years as a Quaker school in Downtown Brooklyn



### 700 STUDENTS

Representing all five boroughs of New York City and beyond.



### A DIVERSE COMMUNITY

39% of BFS students identify as people of color



### ACCESS

25% of BFS students receive tuition assistance grants



### SERVICE

BFS students are agents of change who respond to ethical and social inequities.

## QUAKERISM & PILLARS

Grounded in the belief in the Inner Light of every person, BFS centers its Quaker identity in all we do. The six testimonies of Quakerism - Simplicity, Peace, Integrity, Community, Equality, and Stewardship - provide the foundation of a BFS education and inform the three pillars of our school.

### 01. Diversity, Equity & Belonging

The DEB office explores various aspects of diversity through three different lenses: Comprehensive, Intersectional, and Power & Privilege. The values of equity, community, wholeness, imagination, learning, and justice are centered in the work of collective responsibility throughout our community and beyond.

### 02. Global Civic Engagement & Social Impact

As a private school with a public purpose, BFS' approach to social impact on a local and global scale is grounded in Care, Accountability, Reciprocity and Equity (CARE). This approach encourages students to see themselves as agents of change, partner with organizations and leaders in the community, and use the experience of service and civic engagement to respond to inequities and injustice impacting our local and global communities.

### 03. Wholeness & Wellbeing

Recognizing the ever-changing and unique challenges our students face in society, BFS added a third pillar in 2023 to center the dignity and wellbeing of each person in our community. A data-informed approach to mental health and tools for resilience animate this critical new pillar.



From BFS, I will take the Quaker values of inclusivity and compassion. **These ideals are now rooted in my being.** This has empowered me to take action on social justice issues. I absolutely plan on continuing my involvement in social justice issues after high school, and BFS taught me that value.

**BFS Alum, Class of 2022**



## ABOUT BFS ADVANCEMENT

The Advancement team is responsible for all forms of philanthropic engagement of the Brooklyn Friends School community. The team develops and implements key strategies and programs to raise funds in support of the school's annual operating expenses, endowment, and capital projects by cultivating and stewarding relationships with current families, grandparents, alumni, alumni families, colleagues and friends. The Advancement team fully participates in the life of the school, and works in close partnership with the Communications & Marketing teams.

## The Position

An adept fundraiser and community building leadership professional who will manage the development and implementation of strategies to enhance the engagement of our alumni body. In close partnership with the Advancement, Communications & Marketing Teams, this the person in this role will steward a strong sense of community among BFS alumni through the following responsibilities and capacities:



### CULTIVATION

- Oversee all aspects of alumni programming for a network of over 2,500 alumni
- Oversee, build, and manage an active alumni network, including the development and facilitation of an Alumni Council, the development and implementation of an alumni networking platform, and the planning and execution of alumni engagement events, including opportunities for alumni to engage with current students
- Recruit, train, and manage volunteers to assist with alumni giving programs, including identifying opportunities for expanding and coordinating a robust class agent network
- In collaboration with the Director of Advancement, plan and organize the Senior Legacy Gift



### PHILANTHROPY

- Plan, strategize, and organize annual alumni giving programs and campaigns in partnership with the Director of Advancement and Assistant Director of Annual Giving
- Maintain an active portfolio of alumni and parents of alumni for personal solicitations, including researching potential prospects, crafting detailed proposals, and conducting solicitation conversations
- Identify alumni donors and prospects for inclusion within the Director of Advancement and Head of School's portfolios; Partner with the Director of Advancement and Head of School to facilitate the strategic engagement and solicitation of these donors and prospects
- Identify leadership candidates for annual, capital and planned giving



### COMMUNICATION & SYSTEMS

- Develop an annual communication strategy in collaboration with the Advancement team and Communications and Marketing team to ensure that alumni are informed and connected, including curating and drafting content for alumni-related e-newsletters, alumni pages of *The Light Magazine* (i.e., class notes and profiles) and the BFS website
- Partner with the Design, Advancement, and Data Systems specialist to maintain accurate alumni records, develop and maintain alumni giving dashboards and reports, and ensure data accuracy
- Recruit, train, and manage volunteers to assist with alumni giving programs, including identifying opportunities for expanding and coordinating a robust class agent network
- Manage alumni communications, including: responding to electronic requests, initiate the collection and production of Alumni Class Notes, respond to inquiries and encourage alumni attendance at school-sponsored gatherings



## Qualifications & Characteristics Sought

BFS seeks candidates who are curious, collaborative, and exhibit a growth-mindset where challenges are viewed as opportunities for growth and transformation. Joy, humor, and authenticity are celebrated in our BFS community.

There have been many changes over my years here in the school and in my positions. But in my experience, despite the ups and downs, those core values stayed true and have allowed me to grow, stretch, and try things I never thought I would do.



**BFS Colleague**

- Demonstrated project management skills, with a particular expertise in managing multiple workflows simultaneously in a fast-paced, high-energy environment
- Effective organizational skills with careful attention to accuracy, detail, and discretion with respect to sensitive information
- An appreciation for the ideals of Quaker philosophy and Brooklyn Friends School’s mission, and the nuances of a Quaker independent school. Comfort with and desire to learn more about Quaker values and decision-making practices
- Strong, respectful, and gracious interpersonal and communication skills, both written and oral
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment
- Ability to navigate open, productive, and challenging conversations which punctuate our insistence and focus on partnering with those within and outside of our community with an uncompromisable, inclusive and antiracist construct of advancement, alumni relations, and community engagement work



### **Experience Requirements:**

- 3-5 years of experience in fundraising and community engagement
- Bachelor’s Degree required
- Software Proficiencies:
  - Raiser’s Edge
  - Google Suite
  - Microsoft Office Suite



## Details & Process



### REPORTING STRUCTURE

- This position reports to the Director of Advancement and does not have any direct reports



### COMPENSATION & UNION STATUS

- This is a Non-Union position
- Salary Range: \$87,684-\$104,085



*This salary range represents the expected **annual** salary range for this position. Ultimately, in determining pay, your education, experience, and other job-related factors will be considered. Colleagues may be eligible to participate in employment benefits including, but not limited to, health insurance, dental insurance, vision insurance, 403(b) retirement plan, life insurance and long-term disability insurance. Benefits are subject to change at any time, and are subject to applicable plan documents.*

## APPLICATION PROCESS

Please submit the following as a single PDF attachment to [hire@brooklynfriends.org](mailto:hire@brooklynfriends.org) and include **Associate Director of Alumni Relations & Development** in the subject line. Qualified candidates will be contacted after materials have been reviewed.

1. Resumé/Curriculum Vitae – Candidates are encouraged to include hyperlinks to applicable examples of their work in their professional journey
2. Personal Statement/Cover letter addressed to the Human Resources Department. Along with punctuating your interest and experience, your cover letter should also address how you feel that your professional journey aligns with our school's Quaker identity and our three pillars of Diversity, Equity, and Belonging, Global Civic Engagement and Social Impact, and Wholeness and Well-Being, and how you see yourself further making them actionable within the context of this role
3. List of three references (with emails, phone numbers, and relationship to you). References will not be contacted without advance permission.
4. Completed [online application](#).

*We appreciate your interest in employment at Brooklyn Friends School. We would like to note that BFS still holds a mandatory COVID-19 vaccination policy, which requires all colleagues to be fully vaccinated and provide proof of vaccination.*