



DEVELOPMENT DIRECTOR

Position Title:	Development Director
Date Modified:	July 2023
FLSA Classification:	Exempt
Reports to:	Head of School
Full-Time Equivalent:	1.0

About Us

Friends School of Minnesota (FSMN) is an independent, K-8, progressive Quaker school in Saint Paul, Minnesota, United States. Founded in 1988 by the Twin Cities Quaker community, FSMN's maximum enrollment is around 150 students. Our mission is to *prepare children to embrace life, learning, and community with hope, skill, understanding and creativity. We are committed to the Quaker values of peace, justice, simplicity and integrity.* There is no direct religious instruction at the school; instead, it is a place of lived values. FSMN is fully accredited by the Independent Schools Association of the Central States (ISACS).

FSMN welcomes applications from all interested applicants who share our core values. We teach [conflict resolution](#) skills starting in Kindergarten. Faculty and staff are encouraged to embrace this skill and are supported to provide guidance to students. [Environmental education](#) at FSMN begins by instilling students with joy, wonder, and understanding based on personal experience in our local and regional environments. As older students deepen their connection to the natural world, they have the opportunity to grow into a stewardship role by participating in service projects. We live our commitment to equity and social justice through practice by continually revisiting our [equity statement](#) and applying it as part of our daily work.

FSMN's values are enhanced by its curriculum, clubs, and activities, including the Gender and Sexuality Alliance (GSA), the Environmental Action Club (EAC), and the Middle School Outdoor Club. Community events such as the [Fall Fest](#) and [Friends Gathering for Racial Justice](#) help to bring our families, students, faculty, staff, and key partners together in fellowship, fun, and celebration of the school.

About Saint Paul and the Twin Cities Metro Area

Known as the Twin Cities, Minneapolis and St. Paul make up the heart of the state's metro area. As the capital of Minnesota and the state's second most populous city, St. Paul offers year-round outdoor recreation, a healthy job market, affordable living, a vibrant art and culture scene, and a stunning variety of museums, sporting venues, restaurants, and breweries. St. Paul is full of historic neighborhoods, its citizens are talented and diverse, and the city features strong economic and cultural vitality. The Twin Cities contain the [2nd and 3rd best park systems in the nation](#), [one of the most educated populations in the country](#), and is [home to more Fortune 500 companies per capita than anywhere else in the world](#).

The Hamline Midway Neighborhood

FSMN draws students from throughout the Twin Cities, but a notable number live in the [Hamline Midway](#) neighborhood surrounding FSMN. The Hamline Midway neighborhood is an established urban district located in the heart of St. Paul. It is largely a working class neighborhood and contains some older buildings dating to the late 19th and early 20th centuries.

Horton Park, a designated city arboretum, is across the street from the school and provides an outlet for environmental learning and active play. The school is within easy walking distance of coffee shops and light commercial areas. Nearby bus and light rail transit connects the neighborhood to other parts of the city and Minneapolis and St. Paul's downtowns.

Position Overview

We are seeking someone who is: excited about FSMN's values, a good storyteller, comfortable reaching out to new audiences, has a wide range of fundraising experience, and is interested in helping to lead the school's first major capital planning effort in a decade. As Development Director, your willingness to engage with FSMN's values and to seek new ways to implement them in a fundraising context is an essential part of the role.

The Development Director reports to the Head of School and is a member of the Advancement Team, which includes the Communications Director, Admissions Director, and Advancement Associate. You will work as part of a team that maintains connections to the FSMN community and stays alert to trends and opportunities affecting the school.

FSMN enjoys strong support from our local Quaker meetings. It is not, however, managed or overseen by any Quaker organization. The school also enjoys positive relations with our Hamline Midway neighbors, the Hamline Midway Coalition (our local district council), and the Midway Chamber of Commerce. As a member of the Advancement Team, you will also participate in outreach within the wider Twin Cities area.

In the last several years, FSMN has modified its development events and fundraising communications to be more inclusive. The development staff and the Development Committee ascribe to [community centric fundraising principles](#) and apply them in all fundraising practices.

We recognize that community members bring value to the school whether donating, volunteering, sharing information and connections, giving in-kind gifts, or supporting members of the community in need of assistance and it is important that the Development Director seeks to encourage donor-led learning and participation.

Essential Tasks

- **Donor cultivation:** Nurture, expand, and solicit support from FSMN's existing and prospective donors.
- **Special events:** Collaborate with parent volunteers, faculty and administration, and outside vendors to plan and implement fundraising and donor cultivation events, such as: Fall Fest, [Great Gatherings](#), and elements of the [Friends School Plant Sale](#).
- **Annual Fund Appeal:** Coordinate the Friends Fund campaign, the annual fundraising campaign that provides critical support for the most pressing needs of the school. This campaign takes place in the autumn and includes in-person events, a printed letter, multiple emails, and social media communications.
- **Multiple Fundraising Strategies:** Pursue a wide range of fundraising strategies to meet annual fund goals, including sustaining gifts, employer matching gifts, grants, and donations from family funds, foundations, and donor-advised funds.
- **Gift management:** Oversee gift processing and gift acknowledgement done by the Advancement Associate, who ensures gifts and pledges are entered into the database and acknowledged in a timely fashion.
- **Database:** Manage the use of the development database, Neon, including updating constituent information, producing mailing lists, creating and updating donor lists, and processing donations. Prepare periodic reports for the Development Committee and Board of Directors (aka School Committee).
- **Consultants:** Manage and collaborate with financial and capital campaign consultants.
- **Development Committee:** Coordinate the activities of the Development Committee, and attend regular meetings. Select training materials and invite guest speakers to support volunteer interest and skill-building, as needed.
- **Collaboration:** Attend and/or lead Advancement, administration, and assigned committee meetings.
- **Communications:** Write, design, and produce fundraising communications, including the Friends Fund letter, campaign emails, and articles in community newsletters like Mission Moments and Happenings.
- Other duties as assigned by the Head of School.

Required Qualifications

- BA or equivalent work experience.
- Three years minimum of development/fundraising experience, preferably including a capital campaign.

- Ability to communicate effectively with school stakeholders, including parents, students, alumni, donors, prospective donors, key partners, and representatives from the community.
- Ability to handle multiple projects, and to both work independently and collaboratively to produce quality results on schedule.
- Experience coordinating teams of volunteers.
- Occasional evening/weekend work required.

Preferred Qualifications

- Familiarity with CRM database programs.
- Graphics design experience in Canva or a similar program.
- Cultural competency and skills for cross-cultural engagement (i.e, awareness of self, reflection on one's own cultural position, awareness of others' positions, and the ability to interact genuinely and respectfully with others).

Work Environment

- Generally works in standard office conditions and climate.
- May work at a desk and computer for extended periods of time.
- May work in varied extreme outside weather conditions during special activities and fundraising events.
- Works in a fast-paced environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

Compensation

Salary

- \$65,000-\$80,000 (dependent on experience)

Benefits

- Full medical, dental, retirement match

Paid Time Off

- 29 Days Scheduled PTO
 - 1-week July holiday break, 2-day October break, 2-day November break, 2-week Winter break, 1-week Spring break, plus an additional 5 holidays not covered in other breaks (Labor Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, and Juneteenth)
- 5-10 Days Discretionary PTO
 - 5 days in year one, 10 days in years two and beyond

Tuition Remission

- 40% discount on FSMN tuition for any children attending FSMN

Position Start Date

This position is currently slated to begin in early September and feature a two-month overlap with our current Development Director to make the transition and onboarding processes as seamless as possible.

Apply

Apply by emailing employment@fsmn.org with the following:

- Cover Letter
- Resumé
- Current Contact Information for 3 Professional References

Equal Opportunity Employer

FSMN seeks diversity in every aspect of the school community. Friends School does not discriminate on the basis of gender, sexual orientation, race, color, religion, and national or ethnic origin in its admissions policies, hiring practices or in the administration of its personnel policies.

Candidates who identify as members of BIPOC and/or LGBTQIA+ communities are highly encouraged to apply.

Disclaimer

The information contained here is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.