



Director of Advancement

About Frankford Friends School

Since 1833, Frankford Friends School has offered a values-based Quaker education in the heart of Philadelphia. FFS students explore, problem-solve, and work together to expand their understanding of themselves and the world beyond. Frankford Friends School students are members of a community that is highly diverse and inclusive. The racial composition of the school closely mirrors that of the City of Philadelphia. Frankford Friends School's curriculum emphasizes the 21st century skills of critical thinking, teamwork, creativity, and problem-solving. We use the United Nations Sustainable Development Goals (SDGs) as a foundational framework to engage our students in understanding issues in our communities. Project-based learning is a considerable component of the program. Our graduates attend selective public and private high schools.

Job Description

Working closely with the Head of School, the Director of Advancement is responsible for providing innovative and strategic leadership for institutional advancement to include overseeing and implementing all aspects of the school's development program, including fundraising, Annual Giving (Impact, Opportunity, and Equity funds), soliciting corporate and foundation grants and proposals, coordinating special development events, working with the Family Association, and building an Alumni Association as well as managing and planning efforts in marketing and communications, with some oversight of admissions as it pertains to marketing the school to prospective students.

Essential Duties and Responsibilities

- Identify, research, and spearhead the implementation of a diverse, forward-thinking, and multifaceted fundraising program to support the school's strategic vision, cultivating a culture of giving, gratitude, and belonging across all constituencies.
- Evaluate, design, and implement Annual Giving efforts:
 - Prepare an annual plan for systemic Annual Giving with quantifiable goals, responsibilities, evaluation measures and completion dates.
 - Continue to increase involvement by parents, alumni, and friends of the school.

- Grow and solicit gifts to the PA tax credit (EITC/OSTC) programs:
 - Prepare an annual plan for systemic solicitation and gratitude with quantifiable goals, responsibilities, evaluation measures and completion dates.
 - Continue to increase involvement by parents, alumni, and friends of the school.
 - Solicit and increase participation of businesses, SPEs, and other organizations.
- Establish major and planned giving programs.
- Design, develop, and lead structure for and events surrounding the school's 190th anniversary celebration.
- Sit on relevant Trustee committees
- Take responsibility for managing the School's strategic initiatives as they pertain to fundraising.
- Collaborate with school admission, marketing, and communication professionals to:
 - Design and implement marketing strategy to build the school's brand and broadly articulate the School's unique value and advance student recruitment and retention, fundraising and donor relationships, and alumni engagement.
 - Write, edit, design, and produce all fundraising materials, including letters and proposals, copy for fundraising, print and website content and social media to expand and enhance the school's visibility and reputation.
 - Ensure the school's key messages are reflected in all external marketing communications, publications, and events, strategically highlighting work that promotes Frankford Friends School's mission and unique identity.
 - Ensure consistency of all branding, licensing, and merchandising, consistent with strategy and the School's mission.
- Identify community, corporate and foundation funding and prepare grant applications.
- Maintain existing private funding and strengthen relationships with the school's alumni and their parents.
- Serve as liaison to the Family Association and cultivate volunteer efforts in support of enrollment and advancement initiatives.
- Managing, with appropriate staff members, the efforts of the Family Association.
- Nurture and maintain a highly collaborative relationship with the Head of School, The Clerks of the Board of Trustees, the Clerk of the Development Committee, and individual Board members, supporting them in all their fundraising responsibilities, and accompanying them on donor visits when appropriate.
- Provide strategies for leadership prospects for the Head of School and ensure that timely steps are taken toward solicitation.
- Personally solicit donors.
- Other duties as assigned.

Key Qualifications

- Bachelor's degree or equivalent
- Five or more years of development leadership in a nonprofit or for-profit organization(s) - independent school experience preferred
- Proven ability to cultivate, steward, and solicit leadership gifts
- Strong computer aptitude and experience with Microsoft Office, eTapestry, Facts, and Google Suite
- Outstanding writing and editing skills
- Strategic and entrepreneurial thinking
- High energy and a flexible growth-minded work ethic
- A warm and welcoming demeanor and the ability to communicate with students, staff, and current and prospective parents from a wide variety of backgrounds in a friendly, open, positive and professional manner
- Detail-oriented, with outstanding organizational skills; the ability to multi-task and to meet deadlines on or before the due date
- Exceptional interpersonal, verbal, written, and presentation skills
- Ability to maintain private, protected, and confidential information
- An understanding and commitment to living the Quaker testimonies of peace, simplicity, integrity, community and stewardship
- The ability to work both with minimum supervision while managing multiple projects and deadlines, and collaboratively with a team
- Tact, discretion, and the ability to sustain long-term reciprocal relationships
- Enthusiastic and passionate about the school's mission, culture and values

Physical Requirements and Work Environment:

This position requires significant flexibility and the capacity to work in a variety of settings: office, classroom, community meeting spaces, outdoors, etc. It may require the ability to sit, stand, walk up and down up to three flights of stairs and through the campus, for the entirety of the school day and to occasionally lift up to 35 lbs.

Exempt | Full-time, 12 month | on campus

Frankford Friends School requires COVID 19 Vaccination Verification as a condition of employment, subject to accommodation.

FFS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or gender. In addition to federal law requirements, FFS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment.