



**Escuela de los Amigos de Monteverde / Monteverde Friends School**  
Monteverde 5655, Puntarenas, Costa Rica  
Tel: (506) 2645-5302/5530  
[www.mfschool.org](http://www.mfschool.org)

---

## **Monteverde Friends School: Fundraising and Outreach Coordinator**

Monteverde Friends School seeks a collaborative, passionate, and experienced communicator to serve as the Fundraising and Outreach coordinator beginning in July 2024. The ideal candidate will have excellent verbal and written communication skills in both English and Spanish, outstanding interpersonal skills, and a strong belief in the mission and philosophy of our small bilingual Quaker school.

***This is a 50% administrative position.***

### **Qualifications:**

- Bachelor's degree or equivalent.
- At least three years of relevant experience in fundraising, community outreach, communications, and/or non-profit work.
- **Fully bilingual** in English and Spanish.
- Experience and/or knowledge of Quaker organizations strongly preferred.
- A strong sense of fundraising ethics and practices and respect for confidentiality of donor information.

### **Major responsibilities of the Fundraising and Outreach Coordinator include:**

- Oversight and tracking of our year-round fundraising initiatives, including an Annual Appeal to donors in the United States and Canada.
- Identifying, cultivating, and stewarding meaningful relationships with established and potential donors
- Designing and implementing a plan to engage local donors and alumni.
- Managing all donor information through the DonorSnap database.
- Creating and delivering donation appeals, monthly newsletters, donation appeals, and thank-you notes.
- Identifying grant resources and generating grant proposals, and when funded, providing timely grant reports.
- Serving as the first point of contact for inquiries to [info@mfschool.org](mailto:info@mfschool.org) from the form on the website or messages on the school's Facebook page.
- Designing and sharing social media posts to build the MFS audience.
- Coordinating and providing school tours to prospective international families, donors, and/or volunteers.

### **Compensation and Benefits:**

- Salary as determined by step on the salary scale.

- Health care through the Costa Rican national health care system (CAJA).
- Visa / Immigration expenses are reimbursed in the second year of employment.
- *Aguinaldo* (Christmas bonus, equal to one-twelfth of yearly pay).

Interested candidates should send **a resume, letter of intention, and a list of three references** *by February 26, 2024*, to [jobs@mfschool.org](mailto:jobs@mfschool.org).