

# DIRECTOR OF DEVELOPMENT SEARCH

## SAN FRANCISCO FRIENDS SCHOOL

San Francisco, California

[sffriendsschool.org](http://sffriendsschool.org)

Start Date: July 2025

san francisco

FRIENDS  
SCHOOL



Carney  
Sandoe  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

At San Francisco Friends School, students learn in a community grounded in the Quaker values of reflection, integrity, peaceful problem-solving and stewardship.

Our teachers challenge students with a dynamic curriculum that inspires curiosity, cooperation, and hard work. We teach children to listen to all voices and to trust their own.

We engage with the world around us with kindness and conviction, working toward the Quaker ideal of a caring and just society.

## At a Glance



Established  
2002



Total Enrollment  
440



Total Faculty  
59



Student-teacher ratio  
10:1



Students of color  
55%



% of revenue as  
adjustable tuition  
18%



Faculty with advanced degrees  
29%

Faculty of color: 38%

Students on adjustable tuition: 25%

Endowment: \$4.5M

Annual operating budget: \$14.2M



## Overview

San Francisco Friends School educates children in Kindergarten through Grade 8 in the tradition of Quaker learning. Both a young school, in the middle of its second decade, and old, part of a three-century tradition of Friends education, San Francisco Friends School (SFFS) nurtures students' aspirations and excellence in academics and character. As one of two Quaker schools west of the Mississippi, SFFS is distinctive amongst independent schools in the Bay Area and Friends schools nationally.

At SFFS, teachers, coaches, and advisors design and facilitate hands-on and minds-on student experiences in math, science, and sports; in the arts, humanities, and Spanish; and in reflection and service. The Quaker traditions, woven in with a progressive pedagogical approach create a program that is intellectually rigorous and engaging, while helping students to develop a strong sense of self and community. Along the way, faculty and staff seize every opportunity to learn in and from San Francisco and the community within the Mission District while embracing the school's responsibility to contribute. The school has a healthy partnership with Horizons, a program that serves 150 k-8 public school students each summer on the SFFS campus, providing a joyful academic and enrichment experience.

SFFS was founded in 2001 and, in 2008, moved to its current campus, the former Levi Strauss Factory, at 250 Valencia Street with two floors of classrooms, a Meeting Room, and a library. In 2013, construction of the third floor of this main building was completed, resulting in beautiful new art studios, music rooms, a black box theater, the Middle School Learning Commons, and a full-size gym. In 2019, SFFS purchased adjacent property at 260 Valencia and is actively engaged in planning for the use and funding of this tremendous opportunity.

Now, San Francisco Friends School seeks an experienced and mission-aligned fundraiser to serve as the school's next Director of Development. Reporting to Head of School Pankti Sevak, the Director of Development will oversee all aspects of the school's philanthropic programs. The Director of Development will lead a talented Development staff, partner with members of the senior leadership team on advancement initiatives, and work closely with the Board of Trustees, volunteers, and donors to advance the school's goals via robust and inclusive fundraising. Compelling candidates will demonstrate success in leading teams, planning and implementing campaigns, and collaborating with colleagues and community members alike.



## Opportunities and Challenges

Looking ahead, the priorities, opportunities and challenges for the Director of Development include:

### **Serving as Strategic Partner to the Head of School**

The Director of Development will report to Head of School, Pankti Sevak, who joined the SFFS community in 2022. In her first headship, Pankti quickly gained the trust and support of the SFFS community. At the same time, she is eager for a strong partnership with her lead fundraiser, who will serve as a mentor, fundraising partner, and sounding board to Pankti as the school embraces ambitious fundraising goals.

### **Designing and Launching a Capital Campaign**

With the school's acquisition of 260 Valencia, there are significant opportunities to develop and expand the school's footprint. The school has begun planning for a capital campaign to support this transformational project. The Director of Development will be responsible for the planning and execution of the campaign, partnering with senior administrators, the Board of Trustees, volunteers, and donors to ensure the campaign's success. They will also maintain their own portfolio, serving as a front-line fundraiser.

### **Developing Inclusive & Mission-Aligned Fundraising**

Deeply grounded in Quaker tradition, the community at SFFS is committed to the 'spices' - the Quaker core values of simplicity, peace, integrity, community, equality, and stewardship. It is paramount that the fundraising program aligns with the values of SFFS. The Director of Development will be charged with supporting and advancing a culture of philanthropy that achieves financial goals while honoring and respecting Quaker tradition and values.

### **Strengthening Constituent Relationships**

The Director of Development plays an integral role in community building at SFFS, serving as an ambassador, resource, and advocate. By developing meaningful relationships with all constituencies, including parents, guardians, alumni, grandparents, and friends, they will be seen and valued as a connector of the community. They will enjoy a healthy and productive relationship with The Parent & Guardian Association (PGA), partnering for both community and fundraising events, including the annual Blue Party, a beloved tradition that raises key funds for the Adjustable Tuition program. In addition, San Francisco Friends School is fortunate to have a growing group of grateful alumni and there is much potential to strengthen alumni and past parent engagement and giving.



### **Leading the Development Office**

The Development Office has recently gone through several personnel transitions and is currently staffed by an Associate Director of Development and Development and Communications Associate. While both are new to the office, they are talented, dedicated professionals who are eager for a leader to coordinate efforts by developing and implementing strategy.

### **Building Relationships with Administrative Colleagues**

The Director of Development will serve as a key member of RIVETS (Reflect, Illuminate, Value, Envision, Try, Support), the senior administrative team at SFFS. By forging strategic partnerships with academic and operational leaders, the Director of Development will contribute to all aspects of life on campus.

## **Responsibilities**

In addition to embracing San Francisco Friends School's mission, supporting its Head and leadership, and representing the school at professional and public forums, the Director of Development has a number of primary responsibilities:

- Enhancing the school's culture of philanthropy through constituent engagement and participation in the school's various giving programs;
- Overseeing all aspects of the development program, including annual giving, capital campaigns, special events, and community relations;
- Working collaboratively with the Head of School and Board of Trustees to develop and implement fundraising strategy;
- Serving as an active and engaged member of RIVETS, the senior leadership team;
- In partnership with the Director of Communications, developing a compelling case for philanthropic support and creating complimentary print and digital materials for prospects;
- Serving as a resource and partner to the PGA and parent community;
- Developing and maintaining a consistent program for San Francisco Friends alumni and parent of alumni community;
- Coordinating fundraising efforts with Horizons colleagues;
- Maintaining own solicitation portfolio;



- Overseeing the fundraising database and utilizing data to improve fundraising programs and cross-departmental processes;
- Managing the development budget;
- Engaging in professional networks for continued professional growth;
- Participating as an active community member in duties to support the school.

## Qualifications and Personal Attributes

- 10+ years of fundraising experience. Independent school experience is preferred but not required;
- The ability to work collaboratively with multiple constituencies;
- Respect for the importance of confidentiality;
- Excellent verbal and written communication skills;
- A demonstrated commitment to inclusive fundraising practices;
- Appreciation for an intimate school setting that is highly collaborative and hands-on;
- Experience working with and motivating volunteers;
- A forward-facing 'people-person' who connects authentically with school community members;
- A joyous spirit and a fine sense of humor.

# Learn More

Click on the links below to learn more about San Francisco Friends School.

[School Website](#)

[Strategic Direction](#)

[Diversity and Inclusion](#)

[Quaker Values and Community](#)

[High School Matriculation](#)

[About San Francisco, California](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission); and
- Responses to writing prompts that will be shared with candidates upon expression of interest.

### **Sara Shulman**

Practice Leader – Development and Finance/Senior Consultant  
sara.shulman@carneysandoe.com

### **Elyse Waterhouse**

Consultant  
elyse.waterhouse@carneysandoe.com

*The full-time equivalent salary range for this position is \$180,000-\$200,000. The starting salary is based upon, but not limited to, several factors that include type and years of experience, education level, and expertise.*