



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

**Monteverde Friends School is seeking a Friend-in-Residence to serve in a volunteer capacity as a Development Coordinator.**

The Friend-in-Residence Development Coordinator will manage a program to attract the maximum gift and grant support possible to Monteverde Friends School (MFS), using methods consistent with Quaker practices. The current development program of the school includes an annual solicitation, publications, the sale of goods, and supporting parents with their fundraising events. The Development Coordinator will support these activities and expand on this program by crafting grant proposals to foundations and businesses, and developing new and innovative fundraising activities. The school is open to considering varying lengths of stay in Monteverde.

The Friend-in-Residence will report directly to the director of the school.

#### **Areas of responsibility**

- Work with the School Committee and director on the fundraising efforts of the school and serve as fundraising staff support for the director, the Fundraising Subcommittee, the Parent Teacher group, the School Committee, and Monteverde Friends US.
- Develop legacy, insurance and IRA giving opportunities.
- Broaden the base of individual donors.
- Broaden the base of fundraisers at the school.
- Assist in the writing, publication and distribution of publications to the school's various constituents.
- Support parents in maximizing the funds raised in the activities they organize.
- Develop new and innovative fundraising activities in collaboration with the School Committee, director, staff, and parents.
- Perform other duties related to development as assigned by the director.

#### **Desirable qualities**

- Understanding and appreciation of Quaker values and processes
- Willingness to work within a Quaker context
- Organized and efficient worker
- Strong interpersonal skills
- Experience working with non-profit organizations
- Strong written and oral communication skills
- Ability to communicate in both English and Spanish
- Familiarity with both US and Central American culture
- Flexibility and ability to adapt to different cultures
- An interest in and commitment to the vision, mission and philosophy of the school
- Experience in fundraising
- Knowledge of desktop publishing

#### **Cost**

The school will arrange a home stay with a Costa Rican family of a student at the school, including room, board, and laundry, for \$510 per month.

**Please contact John Blount at 011-506-2645-5302 or 5530, or [directormfschool@gmail.com](mailto:directormfschool@gmail.com).**