



## FINLANDIA FOUNDATION NATIONAL

### **Development Director** *Job Description*

#### **About Finlandia Foundation National (FFN):**

As the premier Finnish-American cultural organization, Finlandia Foundation National champions a vibrant Finnish-American heritage and legacy that builds bridges between modern Finland and the United States, enabling people of all backgrounds to share in the traditions, values, and spirit of Finland and Finnish America.

Finnish heritage and Finnish-American traditions are a valuable part of our culture. We contribute to, maintain, and promote this community by offering a wide range of programming to members, chapters, partners, and friends of Finland in America centered around our six core values: Heritage & History | Arts, Culture & Society | Education & Scholarship | Innovation & Forward Thinking | Happiness & Wellbeing | Partnership & Collaboration. By building a solid network of nearly 60 chapters throughout the United States and increasing the number and amount of grants and scholarships for individuals, members, and friends in our network as well as programs, FFN inspires and strengthens the Finnish-American community in the United States, striving to serve as the “go to” Finnish-American heritage and cultural organization in the United States.

FFN raises funds to strengthen its endowment and ensure the continuation of its programs. Some examples of our support and programs include: the *Performer of the Year* and the *Lecturer of the Year* programs, which focus attention on the outstanding artistic and academic contributions of the Finnish-American community. *Scholarships and grants* are provided to students in multiple fields of study, including from some endowed scholarship funds. Dozens of grants are awarded each year, providing critical funding for individuals pursuing the artistic and cultural traditions that represent the heritage of Finland and the diverse interests of Finnish America.

Through the recent “Saving Finland in America” campaign, FFN raised over \$6 million to acquire the assets formerly owned by Finlandia University, including the Finnish-American

Heritage Center, Finlandia Gallery, the Historical Archive, the Finnish American Folk School, North Wind Books, and the *Finnish American Reporter*.

Learn more about us at [finlandiafoundation.org](http://finlandiafoundation.org)

### **Location:**

This position will be performed primarily remotely. Additionally, the Development Director will be expected to travel occasionally. FFN has offices in Pasadena, CA and Hancock, MI.

### **Position Overview:**

FFN is seeking an experienced Development Director to lead and expand our philanthropic initiatives. Reporting directly to the Executive Director, this role is instrumental in leading a comprehensive fundraising strategy to support the FFN's mission and expand our impact. The Development Director will be a frontline position. The ideal candidate will bring expertise in major gift fundraising, moves management, event planning, planned giving, Board and volunteer management, and annual giving. Additionally, the Development Director will have experience crafting compelling donor communications and marketing materials.

This opportunity is ideal for a strategic and driven fundraising professional who excels in a fast-paced, collaborative environment. As part of our rapidly growing national team and organization, you'll have the opportunity to lead high-visibility, high-impact initiatives that drive meaningful change.

### **Key Responsibilities:**

- Manage an active portfolio of nearly 100 individual, corporate, and foundation prospects and develop identification, cultivation, solicitation, and stewardship strategies in line with the FFN's priorities
- Responsible for the achievement of annual fundraising goals and metrics
- Partner closely with the Executive Director and Board to create strategy for top donors
- Oversee planning, coordination, and execution of fundraising events
- Develop and implement an annual fundraising plan in line with our strategic goals
- Create compelling donor facing materials, including proposals, impact reports, stewardship materials, and other communications that inspire and encourage philanthropic support to FFN

- Travel to meetings, events, and relevant cultural or networking events throughout our national network of chapters and members as directed by the Executive Director focusing on relationship development and donor cultivation
- Implement and oversee donor pipeline management, engagement, and ensure gifts are processed correctly, adhering to best practices for reporting information in the donor database and other tracking systems in close partnership with our Operations Manager
- Work with Operations Manager and Treasurer to advise on the process of accurate financial reporting for budgets, proposals, grants, and other funding sources, as well as donor acknowledgment letters and tax receipts
- Assist in organizing meetings of FFN's Fundraising Committee and engage with the Board of Directors in pursuit of annual fundraising goals
- Facilitate interactions between scholarship recipients and donors
- Represent FFN at both internal and external functions and events as directed and work effectively with a wide range of constituencies including staff, Board members, local chapters, government officials, and donors
- Collaborate effectively with staff across the organization to support cross-department initiatives and build strong internal and external partnerships
- Other duties as assigned

### **Qualifications:**

- Bachelor's degree in a related field (CFRE or ACFRE certification optional)
- 5+ years of experience in fundraising, development, or a related field, with demonstrated success closing major gifts
- Experience developing and executing a comprehensive fundraising plan, including portfolio management, annual and planned giving, and special events
- Proven experience working with individual, corporate, and foundation donors
- Motivational and organized professional with previous experience in fundraising, a collaborative "can-do" mindset, and the ability to be flexible and adapt with evolving responsibilities
- Track record of building successful relationships with donors and team members, coupled with the ability to be a self-motivated, independent thinker where needed
- Ability to organize and complete multiple tasks simultaneously with prioritization of deadlines
- Exceptional verbal and written communication skills and excellent attention to detail
- Proficiency in e-Tapestry or other Blackbaud software preferred
- Understanding and appreciation of the FFN mission
- Ability to work remotely, but travel as needed

**Don't meet every single qualification?** Studies show that candidates may hesitate to apply unless they meet every requirement. If you're excited about this role but your experience doesn't align perfectly, we still encourage you to apply. You may be just the right person for this opportunity!

**Compensation and Benefits:**

This position offers a competitive salary range of \$75,000 – \$90,000, commensurate with experience.

**How to Apply:**

[Please apply here.](#)

**Only applicants selected for interviews will be contacted.**

**Applications will be accepted until February 22, 2026 (11:59pm Pacific Time).**

**Equal Opportunity:**

FFN is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status.

**Confidentiality:**

FFN will not contact an applicant's current employer unless they are listed as a reference by the applicant.