

CAMBRIDGE INSIGHT MEDITATION CENTER

JOB POSTING -- ENDOWMENT FUND DEVELOPMENT DIRECTOR (Part time)

Responsibilities:

Lead the development of campaign strategy with CIMC Executive Director, Board, and Endowment Committee; define and implement strategic workplan and timelines; help generate organizational buy-in and momentum.

Foster volunteer participation and build strong relationships with volunteer leadership; organize and monitor volunteer assignments and follow-up; attend regular Endowment Committee meetings and provide follow-up materials, coordination and support.

Help cultivate new and prospective donors; participate in site visits with key prospects and potential funders; provide training and support to the solicitation efforts of the Executive Director, Board, and other volunteers; prepare solicitation packets, meeting and briefing materials.

Maintain database for tracking donor activity; design and implement systems for tracking next steps for staff and volunteers; design and provide support for follow up and on-going contact with prospective donors; help to prioritize donor cultivation and campaign pacing to effectively drive campaign.

Oversee production of written solicitations and individual prospect communications; process and acknowledge gifts and pledges, generate thank you letters and other campaign correspondence.

Conduct research to identify additional prospects and develop individual profiles, keep prospect information up-to-date on a continual basis.

Time Requirements:

20 hours/week. Schedule includes occasional evening and weekend work.

Compensation:

Hourly rate TBD

Participation in meditation practice groups other CIMC programs at no charge

Qualifications:

- Experience with leadership of Endowment Campaign strategy and implementation
- Experience with fundraising software and tools
- Interest in/familiarity with Buddhist practice preferred

Application:

Applicants are encouraged to apply immediately. Please send letter of interest and resume to Maddy Klyne, Executive Director at: maddy@cimc.info or via mail to:

Cambridge Insight Meditation Center – re: Development Director
331 Broadway
Cambridge, MA 02139

About CIMC

The Cambridge Insight Meditation Center (CIMC) was established in 1985 as a nonprofit, nonresidential urban center for the practice of insight meditation. Located in the heart of Cambridge, CIMC provides an environment where the contemplative life can be developed and protected amidst the complexities of city living. We offer a place where people come together to learn, support and deepen practice.

CIMC is an Equal Opportunity Employer