

Employee Position Description

Position Title: Development Coordinator

Job Overview and Purpose: The Development Coordinator will be the primary person responsible for the facilitation and oversight of EBMC's fundraising efforts, including coordination of volunteers involved in different EBMC fundraising teams. The Development Coordinator would gain an understanding of EBMC's history, mission, vision, and culture, and be responsible for sharing it with volunteers and others.

Desired Skills/Experience/Qualifications:

- Familiarity and experience with the East Bay Meditation Center, through participation in Sitting Groups and/or attendance at EBMC retreats or classes.
- A history of meditation practice and familiarity with the Dharma, especially as it applies to generosity, including the generosity of service.
- Multicultural awareness, sensitivity, and competence in working and communicating effectively with people across lines of cultural difference, and different abilities.
- Familiarity and experience with many different non-profit organization fundraising strategies, including email, major gifts, direct mail, events, and foundation grantwriting.
- Effective communications skills, ability to work with people, and to train and empower volunteers.
- Considerable experience and ease with computers, the Internet and email, especially Word and Excel.
- Highly organized, detail oriented, and efficient.
- Ability to complete work according to fixed deadlines.
- Comfortable with receiving feedback.
- Comfortable with responding quickly and flexibly to changing conditions and situations.
- Previous knowledge or experience in this kind of role.

Job Tasks:

- Staffing the EBMC Community and Development Sangha (aka the Fundraising Committee), including recruiting and training new members.
- Planning, oversight, and management of a yearly major gifts campaign, including training the Major Gifts Team.
- Working with the "Friends of EBMC" Monthly Donor Team to continually grow the number of "Friends of EBMC."
- Drafting and overseeing the approval and execution of up to six email fundraising appeals per year, in collaboration with the Direct Marketing Team.
- Drafting and overseeing approval and execution of the year-end fundraising letter, in collaboration with the EBMC Development Associate.
- Oversight of the EBMC Development Associate's planning and management of EBMC fundraising events.
- Oversight of the EBMC "Dana Talks" system, in collaboration with the EBMC Development Associate.
- Creation and management of an EBMC Foundation Grantwriting Team, to continue to expand EBMC's income from foundations.
- Development and oversight of EBMC's system for thanking donors, including the sending of yearly tax receipt letters and emails, in collaboration with the EBMC Development Associate.
- Collaboration with the EBMC Data Team to optimize the collection and management of EBMC's data to facilitate EBMC's fundraising campaigns.
- Other duties as assigned.

Desired Outcomes

- EBMC's fundraising campaigns will run smoothly, and grow every year, with well trained volunteers accomplishing as many of the necessary tasks as possible, efficiently and effectively.
- EBMC's annual income continues to grow to meet the needs of a growing Center.
- Volunteers are able to accomplish their service feeling fulfilled and appreciated.

Please Note: As this is a new position, there will be an ongoing evaluation process led by the Chair of the Community and Development Sangha, to prioritize tasks, and amend the above list as needed.

Work Schedule & Arrangements: Flexible schedule for an average of 20 hours/week.

Compensation: \$30,000 - \$40,000/year. Workers compensation and unemployment insurance benefits included.

Work Location: The tasks can be performed from the Coordinator's home, EBMC, or anywhere where there is a secure Internet access.

Training Available/Provided: Training on Center fundraising operational procedures and policies, as well as on the EBMC web programs provided by the outgoing Community & Development Sangha chairperson.

Trial period: 12 months, with a 6-month check-in.

This position reports to: EBMC Community & Development Sangha Chair.

Application Deadline: The position is open until filled. The first review will be around July 12, 2011. Please send your resume by email to the contact person listed below. (No phone calls please.)

EBMC Contact Person(s) and Contact Information: Mushim Ikeda-Nash, EBMC Center Coordinator, hiringdevelopment@eastbaymeditation.org

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East Bay Meditation Center is an equal opportunity employer and we place a high value on workforce diversity.