

JOB OPENING: DIRECTOR OF DEVELOPMENT

Since 1976, IMS has offered silent retreats and instruction to tens of thousands of people interested in meditation. Founded by renowned teachers Joseph Goldstein, Sharon Salzberg and Jack Kornfield, the organization today is regarded as one of the Western world's most respected centers for learning and deepening meditation practice, and serves as a spiritual home to many thousands across the globe.

From this position of stability and strength, IMS is building its Development operation with a threefold aim: to provide the opportunity of retreat to as many as possible who may not otherwise have access, to sustain and grow its teaching faculty, and to operate and maintain its Retreat Center and Forest Refuge facilities that are set on 400 wooded acres in Barre, Massachusetts.

We are seeking a seasoned, highly motivated Development professional to increase our community of committed donors, further our mission and help ensure IMS's health and vitality for generations to come.

As part of the senior management team, this position reports directly to the Executive Director.

Essential Responsibilities

In consultation with the Executive Director, the Director of Development will:

- Design and executes strategies to:
 - Grow and recognize our donor community;
 - Deepen existing donors' investment in IMS, and increase major gifts;
 - Expand planned giving efforts;
 - Increase monthly and annual contributions in support of core operations, teachers, and financial assistance for retreatants;
 - Undertake capital campaigns and other major fundraising endeavors.
- Identify, cultivate and solicit individual donors and prospects, including travel.
- Act as a spokesperson for the organization.
- Guide and manage donor-related events and stewardship initiatives.
- Set strategy for and supervise production of targeted development materials.
- Determine departmental resources needed, including personnel. Oversee the hiring, training and management of Development staff.
- Create and manage the Development budget.
- Staff the Board of Directors' Development Committee.
- Supervise the Development function of IMS's database, including report generation and donation tracking.
- Cultivate relationships with other insight meditation centers.
- Meet IMS's expectations for service excellence and maintaining a positive work environment.

Qualifications/Experience

- A minimum of 8 years in Development, with a proven record of soliciting contributions, including major gifts; creating and implementing successful fundraising campaigns; and working with major donors and diverse and multicultural groups.
- A minimum of 5 years of leadership or supervisory experience, with a collaborative management style, preferably in the non-profit sector.
- Excellent and demonstrable written and verbal communication skills.
- Public speaking skills and experience.

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- Ability to plan, prioritize and manage multiple tasks with both flexibility and attention to detail.
- Knowledge of and experience with Buddhist meditation practice and terminology strongly preferred.



Position Now Open

IMS is committed to fully reflecting the diversity and cultural richness of our world.
We are interested in candidates compatible with this work.

This is a full-time position offering health benefits, meal plan options, paid time off and participation in the IMS Staff Sangha Program.

Qualified applicants:

Please send cover letter, résumé, and [Staff Application](#) to IMSjobs@dharma.org.

IMS is an Equal Opportunity Employer



IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Early Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.