



JOB OPENING: DEVELOPMENT COORDINATOR

We are seeking a full-time Development Coordinator to support the day-to-day functioning of the development department. This position plays a key role in all of IMS's major fundraising activities, including individual giving, donor relations, and gift and database management.

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. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

Primary Responsibilities

- Manages and grows participation in IMS's monthly giving program
- Solicits donations from course participants
- Coordinates annual appeal and other mailings
- Cultivates donor and prospect relationships
- Researches potential donors and works with Development team to develop an ongoing pipeline of prospects
- Helps plan and execute virtual and in-person events for IMS supporters and friends
- Supports the Development department in representing IMS and its mission to the public
- Processes gifts and generates and tracks acknowledgments
- Generates fundraising reports and maintains accurate and up-to-date donor records
- Manages data entry and development of donor database
- Organizes department supplies, including donor appreciation gifts
- Maintains mailing lists and filing systems

Qualifications/Experience

- Bachelor's degree or equivalent combination of education and experience
- One year or more experience in a professional fundraising environment with experience in gift administration and cultivating donor relationships preferred
- Proficiency in MS Office, donor CRM and email marketing software, and Google Apps; experience with A/V software preferred
- Excellent written, verbal, and interpersonal communications skills, including public speaking
- A strong customer service background with a commitment to providing a high level of service
- Good sense of accountability, strong dependability, and high integrity and sound judgment
- Superior attention to detail
- A flexible, proactive, and resourceful style with strong organizational, time-management, and problem-solving skills
- Ability to work well independently as well as part of a team, and to maintain good working relationships with retreatants, teachers, staff, volunteers, and vendors
- Familiarity with or sincere interest in meditation or mindfulness preferred



This full-time position offers a friendly and caring work environment, flexible schedule, a generous paid time off program, health and dental benefits, retirement plan and staff meditation resources.

Qualified applicants: Please send a résumé and cover letter to IMSjobs@dharma.org.

IMS is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.