



JOB OPENING: SENIOR DEVELOPMENT OFFICER

IMS is seeking an experienced development professional to serve as our Senior Development Officer. The successful candidate will identify, cultivate, solicit and steward major and planned gifts to support the organization's core operations and initiatives. The Senior Development Officer role is highly visible and impactful, serving as a representative of IMS's mission, both on campus and within the wider community.

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

Principal Responsibilities

- Cultivates, solicits and stewards major donors through frequent direct contact and special events.
- Generates new prospects and opportunities through conversations with course participants, Board members and other members of the IMS community.
- Promotes awareness of opportunities to support IMS, including meetings with course participants.
- Formulates, implements and promotes strategies and practices to increase planned gifts.
- Plans, executes, and attends donor cultivation and recognition events and activities.
- Ensures accurate processing and tracking of gifts and acknowledgements, and recording of relevant communications with donors and prospects in IMS's database.
- Plans and executes annual donor appeals to support IMS's core operations, capital improvements or other major initiatives.
- Sources and ensures a supply of gifts of appreciation for donors.
- Collaborates with Marketing & Communications in content/concept meetings about Development needs, including digital and print newsletters and other publications, and event collateral.
- Participates in routine organizational meetings as needed, including staff meetings and the Board's Development Committee meetings.
- Meets IMS's expectations for service excellence.
- Supports and protects IMS's silent retreat environment; upholds the organization's ethical principles.
- Other duties as assigned.

Qualifications/Experience

- Bachelor's degree or equivalent combination of education and experience required.
- Minimum 4-6 years of demonstrated experience in developing and managing various strategies for the cultivation and solicitation of major and planned gifts.
- Familiarity with or sincere interest in meditation or mindfulness preferred. Prior experience with IMS preferred.

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This is a full-time, 40-hour per week position offering health and dental benefits, Flexible Spending Account, Retirement Plans, Meal Plan options, generous paid time off, and participation in the Staff Sangha Program.

IMS is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.

Qualified applicants: Please send Staff Application (available at www.dharma.org) to IMSjobs@dharma.org.

Please include a résumé and a cover letter detailing your interest in the position.



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.