



EAST BAY MEDITATION CENTER

A Diverse Community Sharing Wisdom Teachings and Social Engagement

285 17th Street
Oakland, CA 94612

Position Title: Development and Fundraising Coordinator

Purpose of Position

The Development and Fundraising Coordinator will be the primary person responsible for administrative support of EBMC's fundraising for our annual campaign and for coordinating the organization-wide communications strategy. The Development and Fundraising Coordinator works collaboratively with and under the direction of the Development Director.

Primary Duties and Responsibilities

- Primary stewardship of the Friends of EBMC monthly giving program (tracking and communicating with donors via EBMC database, sending thank you letters, communicating with lapsed donors, etc.)
- Development and implementation of seasonal fundraising campaign strategies: e.g., monthly donor sign-up drives, matching campaigns, fundraising events (as part of a team)
- Stewardship of new potential Sangha member/donors in collaboration with Development Director
- Administrative and data management of donor information for Annual Campaign and Building Campaign.
- Implementation and management of our new Salesforce database (some experience necessary, advanced training provided)
- Support of EBMC's grant work by prospecting, preparing and submitting grants in collaboration with Development Director
- Co-creation and implementation of strategic and savvy marketing for fundraising campaigns, including on social media, that are in alignment with EBMC's mission and vision, in coordination with Program & Events staff
- Promotion of Gift Economics (developing creative Gift Economics educational materials, organizing trainings on Gift Economics and communicating with teachers and practice group coordinators about promoting Gift Economics, and recruiting volunteers to assure that every event has an effective Gift Economics talk)
- Analysis and evaluation of fundraising campaigns

- Coordination of organization-wide communications strategy and scheduling, including social media, in partnership with Community Director and Program & Events staff
- Other duties as assigned

Overall Qualifications

- Multicultural awareness, sensitivity, and competence in working and communicating effectively with people across lines of cultural difference and ability
- Effective verbal and written communications skills and ability to work with people
- Considerable experience and ease with technology, including Salesforce, Microsoft Office, Canva/Photoshop, Google Apps, Dropbox, social media platforms (Facebook, Instagram, Twitter), Constant Contact (or other mass email platform)
- Highly organized, detail oriented, and efficient; ability to proofread and check their own work for accuracy and completeness
- Ability to complete work according to fixed deadlines
- Ability to work independently and as a part of a team in a shared leadership work environment and culture
- Comfortable with receiving feedback
- Comfortable with responding quickly and flexibly to changing conditions and situations
- Comfortable asking for support and/or training as needed, and with offering support where possible, within the EBMC staff's shared leadership structure
- Familiarity and experience with EBMC, through participation in practice groups and/or attendance at EBMC retreats or classes
- History of meditation practice and familiarity with the Dharma, especially as it applies to generosity, including the generosity of service
- Experience with capital campaign design and implementation is highly desirable

Working conditions:

- EBMC Development and Fundraising Coordinator will work in a Buddhist center environment
- All EBMC employees are required to be fully vaccinated for COVID-19. The organization provides reasonable accommodations pursuant to applicable civil rights laws and absent undue hardship.
- Will be required to work some evenings and weekends; must have at least 15 weekday, 9am-5pm, hours available, including for staff meetings every other Monday afternoon
- Must be able to produce time-sensitive work on a regular basis
- Must be available to work onsite at EBMC when needed, when we return safely to the Center
- Must be able to physically lift 25 – 30 lbs and set up event space as needed for programs
- Must have reliable internet connection to support remote working; an EBMC laptop is available if needed
- Position is salaried at 35 hours per week, but hours are averaged and may require additional hours or less hours at various times. There is potential for the position to go up

to 40 hours a week. Compensation: \$31.88 per hour. EBMC staff compensation is based on a flat scale and increases annually with seniority, and cost of living increases as approved by the Leadership Sangha.

- Benefits: This position accrues sick and vacation hours. EBMC offers health insurance coverage, retirement contributions and 8 paid holidays per year. EBMC staff periodically takes Collective Rest, a paid week off, to rest and release the stress of working during a global pandemic

Application Deadline: The position is open until filled. The first review will be around **October 15, 2021**. Please send your resume and cover letter to the contact person listed below.

EBMC Contact Person and Contact Information:

Cassandra Shaylor, Development Director
cassandra@eastbaymeditation.org

Please note: This job description is not exhaustive and is provided to assist the postholder to know what their duties are. It may be amended from time to time, without change to the levels of responsibility appropriate to the grade of the post and in discussion with the postholder. EBMC is an equal opportunity employer and we place a high value on workforce diversity.

October 18, 2021