



CAMBRIDGE INSIGHT MEDITATION CENTER

Cambridge Insight Meditation Center Seeks a Director of Development

The Cambridge Insight Meditation Center (CIMC) is a welcoming refuge and teaching center in Cambridge, Massachusetts for all who seek inner peace through the liberating practice of insight meditation. A unique urban center, [CIMC](#) is dedicated to the integration of Buddhist practice and wisdom into every aspect of community and daily life. It offers Dharma retreats, talks, classes, drop-ins, and other programs.

Position Summary:

CIMC is looking for a dynamic, creative professional to join our team full-time as Director of Development. This is a new role within our organization to build on our current development efforts managed by other staff and is part of our strategic plan. It offers an exciting opportunity to work with the Executive Director to actively plan, implement, and manage fundraising strategies.

The Director of Development will play a crucial role in advancing the mission of CIMC by leading fundraising and development activities. This includes creating and implementing a development plan to secure additional financial support through donations, membership, grants, and other funding opportunities. They will also assist with general communications planning.

The ideal candidate will have a proven track record in nonprofit development. They will be highly organized and initiative-taking with a clear and demonstrated passion for supporting diversity, equity, inclusion, and justice. They will also have an interest in meditation and an appreciation for the role of generosity in Insight Meditation teachings. This position reports to the Executive Director.

Location: 331 Broadway, Cambridge, MA office with up to two remote workdays per week.

Responsibilities of the position include:

Development

Development Strategy

- Work with the Executive Director to develop and implement a comprehensive development plan to grow revenue and membership aligned with CIMC's mission and strategic plan

- Develop and manage systems with staff assistance to successfully implement and support development plan
- Create and manage a development calendar, in partnership with staff, ensure timely execution of all development activities

Fundraising

- With staff assistance plan and execute fundraising campaigns, including appeal(s) and membership through direct mail, online giving, and special events
- Develop and manage major gift and planned giving efforts
- Identify and manage grant opportunities, writing proposals and reports
- Support the Executive Director's work as lead solicitor

Donor Cultivation and Relations

- Work in partnership with CIMC staff to engage, cultivate, recognize and steward existing, new, and prospective donors and track donor stories
- Develop and implement communications plan with compelling content
- Organize and oversee all fundraising and donor cultivation
- Create prospect research reports on existing and prospective donors
- Coordinate fundraising with special events and benefits

Data Management

- Work with Salesforce consultant to improve functionality of system as a fundraising tool
- Work with operations staff to
 - maintain accurate and timely donor information and records in Salesforce
 - prepare regular development reports for Executive Director and Board of Directors
- Perform data analysis to inform strategy and improve outcomes

Communications

- Assist with communication strategy to increase program revenue, including expanding social media outreach and development of new methods for program promotion

Desired Qualifications, Knowledge, Skills, and Abilities

- Bachelor's degree preferred with a minimum of five to seven (5-7) years relevant experience, including demonstrated success fundraising in small to mid-size, mission-based organizations and/or leading an annual fund at a larger organization
- Understanding of major gifts, donor relations and event planning
- Excellent communication skills; precise and compelling writing skills
- Proficiency in a CRM database, preferably Salesforce
- Required proficiency in Microsoft Windows software and applications, especially Microsoft Word, Excel, and Outlook. Adobe, WordPress and Canva a plus
- Candidate should be deadline-oriented and able to prioritize multiple complex responsibilities while maintaining attention to detail and performance
- Ability to work independently and collaboratively

- Experience with crowdfunding and peer-to-peer fundraising platforms is a plus
- Possess an interest and passion for CIMC's mission

General Desired Competencies and Qualities

- A sincere interest in contemplative practice, study, and spirituality
- Brings kindness and compassion to every day
- Maintaining an inclusive, welcoming environment
- Grounded and flexible, brings a sense of humor and humility to their work

Salary and Benefits: This is a full-time salaried position with a generous benefits package including 100% employer-paid health and dental insurance, 3 weeks paid vacation, 1 week of paid retreat/personal renewal time, 13 paid holidays, 10 sick days per year, long term disability insurance, and a 401(k) plan with up to a 4% employer contribution, and no-cost registration for all CIMC programs. The salary hiring range for this position is \$88,000 - \$98,000 and is commensurate with experience.

Equal Opportunity Employer: CIMC is an and actively seeks candidates from diverse backgrounds, including people of color, members of the LGBTQIA communities, and people with diverse economic backgrounds. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

To Apply: Please upload a PDF with resume and cover letter [here](#). No phone calls please. The position is open until filled.