



JOB OPENING: DEVELOPMENT SPECIALIST

IMS is seeking a dynamic professional with fundraising experience, interested in helping to grow IMS's donor relations and supporting our fundraising and outreach initiatives. The Development Specialist is a new position, part of the Communications and Development team, and reports directly to the Communications and Development Director.

The role will begin in 2016 – IMS's 40th anniversary year. This milestone presents an ideal opportunity for greater organizational visibility and relationship building with our community of friends and supporters.

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

Responsibilities

- Fundraising
 - Cultivates donor and prospect relationships.
 - Solicits donations at the end of IMS retreats from course participants.
 - Writes and produces development material, including appeals and acknowledgments, website content, planned giving literature and campaign information.
 - Manages and attends events for donors and friends.
 - Maintains accurate and up-to-date database donor records, generates reports and minutes.
 - Stays current with trends and best practices in the development field.
- Communications
 - Contributes to the production of content for online and print material.
- Meets IMS's expectations for service excellence and maintaining a positive work environment.

Qualifications/Experience

- A minimum of 1 year in a professional fundraising environment preferred, with experience in cultivating relationships with major donors and prospects.
- Proficiency (1+ years) in written and verbal communications skills, with a good visual sense.
- Public speaking skills and experience.
- Proficiency (1+ years) in MS Office and database software. Drupal or Wordpress experience desirable.
- Ability to execute tasks with flexibility, and to work both independently and as part of a team.
- A willingness to explore spiritual practice and to commit to upholding IMS values and ethics. Insight meditation retreat experience and/or familiarity with IMS's retreat culture preferred.



Position Now Open

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

Qualified applicants please send cover letter, résumé and staff application (available on website) to:
IMSjobs@dharma.org.

IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada 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.

IMS is an Equal Opportunity Employer