



JOB OPENING: DEVELOPMENT COORDINATOR

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. IMS offers an exceptional work environment centered on kindness, positivity and respect. Our generous benefits plan reflects our sincere appreciation for the contributions of our colleagues. New team members begin accruing up to six weeks of PTO and are eligible to participate in our outstanding benefits plan beginning on their first day of employment. A position at IMS offers an abundance of meditation resources, all within a friendly and caring environment.

We are seeking a Development Coordinator who supports the design, implementation, and administration of fundraising plans for IMS and oversees database management for the Development department. The position coordinates the ongoing implementation of fundraising initiatives and donor programs, which aim to ensure the organization's long-term sustainability, mission, and values. This position works primarily in our Barre, MA location and may be eligible to work from home 1-2 days per week.

Primary Responsibilities

Supports IMS's major fundraising activities

- Manages and grows participation in IMS's monthly giving program
- Cultivates donor and prospect relationships; works with Development team to develop an ongoing pipeline of prospects
- Solicits donations at the end of IMS retreats from course participants
- Coordinates annual appeal and other targeted fundraising campaigns
- Helps plan and execute events for IMS supporters and friends
- Supports the Development Director in representing IMS and its mission to members of the public

Provides key administrative support for the Development Department

- Manages the donor database, Salesforce, for Development
- Responsible for data entry and timely processing of gifts and acknowledgments
- Generates fundraising reports and maintains accurate and up-to-date donor records
- Maintains department supplies, including the distribution and mailing of donor appreciation gifts
- Maintains mailing lists and filing systems
- Supports and protects silent retreat environment; upholds ethical principles.

Qualifications/Experience

- Bachelor's degree or equivalent combination of education and experience required
- 2 years or more experience in a professional fundraising environment preferred, with experience in database management
- Proficiency in MS Office, database software, and Google Apps; experience with Salesforce and design software strongly preferred
- High integrity and sound judgment
- Excellent interpersonal skills and ability to maintain a high degree of responsiveness, courtesy, accuracy, and timeliness across all internal and external communications and interactions
- A professional and resourceful style with strong organizational, time-management, and problem-solving skills, including a high level of attention to detail and follow-through
- Ability to plan, prioritize and manage multiple tasks with capacity to self-direct.
- Excellent verbal, written and interpersonal communication skills, including public speaking



- A strong customer service background with a commitment to providing a high level of service.
- Familiarity with or sincere interest in meditation or mindfulness preferred.

Position Now Open

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

This is a 4 or 5 day per week position (32 or 40 hours per week) offering health, dental and vision benefits, Flexible Spending Account, meal plan options, generous paid time off, and staff meditation resources.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at HR@dharma.org.

Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.