

Shantideva Center

Development Team: Development Associate

April 2019

General Description of Responsibilities

The Development Associate, in coordination with the Development Manager and Membership Manager, will design and implement an ongoing program of events and cultivate relationships with potential and donors in order to support the center's financial stability and growth.

Specific Responsibilities

1. Assist in preparing and executing all fundraising plans and research on projects to prepare revenue projections
2. Assist in developing and maintaining an effective network of community members to support development activities
3. Assist in developing and maintaining professional relationships with all donors and upper-tier members
4. Assist in promoting the center to prospective and existing donors and prepare effective programs and strategies to identify all fundraising activities
5. Research grants and foundational opportunities for financial support

Skills

This is an excellent opportunity for someone with gregarious, people-oriented skills who is able to spark interest and support for the broad mission of the center as we work for the perfect happiness of all living beings. Experience in fundraising will be extremely valuable along with the ability to track donors, members, and financial contributions.