

## **Job Description**

### **Position Title: Development Assistant**

**Job Overview and Purpose:** The Development Assistant will be the primary person responsible for administrative support of EBMC's fundraising efforts and for coordination of EBMC's fundraising events, including all volunteer coordination. The Development Assistant will gain an understanding of EBMC's history, mission, vision, and culture, and be responsible for sharing it with volunteers and others.

**Desired Skills/Experience/Qualifications:**

- Familiarity and experience with the East Bay Meditation Center, through participation in sitting 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.
- 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 computers, the Internet, and email, especially Word and Excel.
- Basic skills in use of social networking methods.
- Highly organized, detail oriented, and efficient.
- Ability to complete work according to fixed deadlines.
- Comfortable with receiving feedback.
- Comfortable with responding quickly and flexibly to changing conditions and situations.
- Previous experience with event and volunteer management is desired.

**Job Tasks:**

- Fundraising event management, including volunteer coordination.
- Administration of the Friends of EBMC monthly giving program (tracking and communicating with donors, sending thank you letters, communicating with lapsed donors, etc.)
- Administration of the "Dana Talks" system (organizing Dana talk trainings, communicating with teachers about Dana talks, and recruiting volunteers to assure that every event has a Dana talk).
- Administration and volunteer management for periodic fundraising mailings.
- Administrative and data management assistance for Person to Person (major donor) Campaign.
- Management of publicity to maximize attendance at all EBMC fundraising events and programs.
- Participation in Generosity (Fundraising) Committee meetings.
- Other duties as assigned.

**Desired Outcomes**

- EBMC's fundraising events will run smoothly, with well trained volunteers accomplishing all necessary tasks efficiently and effectively.
- Volunteers will accomplish their service feeling fulfilled and appreciated.
- A thorough Dana Talk will be given at every EBMC event, including sitting groups, either by a trained volunteer or a well informed teacher.
- The planning and execution of EBMC's periodic fundraising mailings will run smoothly, including a sufficient number of volunteers recruited and supervised to execute the mailings.

- The necessary data on donor history will be available for the planning and execution of the Person to Person (major donor) Campaign and other future fundraising campaigns.
- Publicity tasks for all EBMC fundraising events will happen on schedule to help maximize event attendance.

Please Note: As this is a new position, there will be an ongoing evaluation process, led by the co-chairs of the Generosity (Fundraising) Committee, to prioritize tasks and amend the above list as needed.

**Work Schedule & Arrangements:** Flexible schedule for an average of 30 hours/week.

**Compensation: \$2,450/month** Worker's compensation and unemployment insurance benefits included; medical benefits not included.

**Work Location:** The tasks can be performed from the Development Assistant's home, EBMC, or anywhere where there is Internet access.

**Training Available/Provided:** Training on Center fundraising operational procedures and policies, as well as on the EBMC web programs will be provided the Development Coordinator and the former Fundraising Committee Chair.

**Trial period:** 6 months, with a 3-month check-in.

**Application Deadline:** The position is open until filled. The first review will be around Jan. 10. Please send your resume by email to [hiringsdevelopment@eastbaymeditation.org](mailto:hiringsdevelopment@eastbaymeditation.org) . (No phone calls please.)

**This position reports to:** EBMC Development Coordinator (currently Cassandra Shaylor).

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