

San Francisco Zen Center

Development Office Job Description

Director of Development

Position: Director of Development

Institution: San Francisco Zen Center

Location: San Francisco

Date Posted: May 4, 2012

San Francisco Zen Center

San Francisco Zen Center (SFZC) was established in 1962 by Shunryu Suzuki Roshi (1904–1971) and his American students. Suzuki Roshi is known to countless readers as the author of the modern spiritual classic, [Zen Mind, Beginner's Mind](#).

SFZC is one of the leading Buddhist practice and training centers in the West. The SFZC community has a diverse population made up of internationally known Zen teachers, short and long-term residential students, non-residential lay practitioners, ordained priests, and visiting guests. We have three California practice centers: City Center (located in San Francisco), Green Gulch Farm (located in coastal Marin County), and Tassajara Zen Mountain Center (located in the Ventana Wilderness, inland from Big Sur). The purpose of SFZC is to express, embody, and make accessible the wisdom and compassion of the Buddha as taught and practiced in the Soto Zen tradition

SFZC is entering the public phase of a \$17 million capital campaign, having raised \$14 million, and a matching pledge of \$1million.

Leadership Role

The San Francisco Zen Center (SFZC) Director of Development will be an experienced fund raiser with significant major gifts expertise and strong leadership skills. This individual is self-directed, flexible, diplomatic, and comfortable working in a “decision-making by consensus” culture. She/he must have excellent written, verbal, and interpersonal communication skills, and be comfortable representing SFZC and its Zen Buddhist mission to different audiences.

The Director of Development must be able to lead a comprehensive Annual Giving effort that raises approximately \$600,000 a year in annual support, including individual major gifts, membership, foundation support, mail appeals, special events

and planned giving. This effort will be executed by the Director of Annual Giving, with a goal to grow from \$600,000 in contributions currently to \$1 million by 2015, and at least \$1.5 million by 2018. The Director of Development will be responsible for the major gifts and planned giving components of Annual Giving, leading board and volunteer solicitors and holding a portfolio of donors and prospects as a lead cultivator-solicitor.

The Director of Development will also direct the third and final two-year phase of a \$17 million capital campaign with a \$2 million goal to complete the campaign. The Director of Development must be able to effectively work with campaign leadership and fundraising counsel.

The Director of Development will oversee a staff of 6 or 7, directly supervising and annually reviewing the Director of Annual Giving, Capital Campaign Coordinator, Membership Coordinator and Capital Campaign Researcher. The Director of Annual Giving directly supervises and annually reviews the database management-gift processing team.

Reporting Relationship

As a member of Development's senior management team, the Director of Development will report directly to and be annually reviewed by the Vice President of SFZC. She/he will also work alongside SFZC's Officers and the Board of Directors to create and implement strategies that will advance the goals of the organization. This position serves as the primary staff liaison for appropriate committees of the Board such as the Capital Campaign Leadership Team, and participates in committees staffed by the Director of Annual Giving: Development Committee, event task forces, etc.

Overall Responsibilities

- Create annual comprehensive fund development plan, including cultivation and solicitation strategies and tactics, working with board and staff to identify appropriate financial and strategic goals to raise \$1 million annually by 2015.
- Direct major gifts program; together with staff and volunteer committees, creates and implements solicitation strategies for major gift prospects. Provides support and training to board, staff and volunteer major gifts cultivator-solicitors.
- Responsible for the management of SFZC's relationships with its existing major supporters and, where appropriate, serve as the primary liaison for these relationships. With the Vice President and volunteer leadership, create plans to maintain and strengthen those relationships. Facilitate relationship between potential and current donors with existing SFZC leaders and teachers.

- Work with Board Chair, Development Committee Chair, President, Vice President and Director of Annual Giving to engage board in fund development activities.
- Direct the capital campaign effort. Work with counsel, SFZC leadership, and others as appropriate, to further the goals of SFZC's capital campaign.
- Direct the planned giving program, the Dharma Lamp Society, and create strategies for its growth. Involve members of the DLS in ongoing SFZC activities.
- Supervise the Director of Annual Giving in executing strategies and tactics to meet annual fund raising goals, including annual fund major donor effort, spring and year-end mail appeals, and events.
- Lead the development team in working collaboratively and coordinating with Programs, the Leadership Program and Board Development.
- Provide overall leadership, management, direction, support and mentorship to development office staff (which is a mix of employees and Zen students).
- Lead ongoing evaluation of all aspects of the SFZC development program, as well as an in-depth annual evaluation.
- Work as a partner and resource to the Vice President to guide his/her fundraising responsibilities and activities. Help provide focus, and prioritize his/her time with regard to fundraising.
- Responsible for bringing a development perspective to all SFZC communications, including the organization's presence on the website as it relates to fundraising and resource development. Manages Director of Annual Giving in producing all development-related communications.
- Leads the preparation and implementation of the yearly budget for the Development Department.
- Other duties as assigned by the Vice President.

Other information:

- Competitive salary and benefits

Please e-mail application packages or questions to:

Susan O'Connell
Vice President
San Francisco Zen Center
300 Page St.
San Francisco, CA 94102

vicepresident@sfzc.org
www.sfzc.org