



JOB OPENING: CAMPAIGN 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 Campaign Coordinator who will work closely with IMS's Director of Development, Executive Director, fundraising counsel, Board members, and other volunteers as a key member of the team responsible for implementing and managing IMS's capital campaign to support a new third retreat center on our campus in Barre, MA. The Campaign Coordinator will manage prospect lists, develop and help execute cultivation plans and solicitation strategies, provide fundraising support to staff and volunteers, coordinate campaign communications, as well as plan and manage campaign events.

The Campaign Coordinator will report directly to the Director of Development and play a critical role in helping to keep the campaign on schedule and progressing with a high level of visibility and momentum that engenders a sense of excitement, optimism, and confidence in achieving the campaign goal.

This is a full time, temporary position expected to last approximately two years with the possibility of extending to a longer-term role. This hybrid position requires on-site presence in Barre, MA at least once a week.

Primary Responsibilities

Major Gifts

- Schedule and confirm donor meetings and presentations
- Prepare materials for donor meetings, maintain records of meetings, update campaign prospect reports, and ensure follow-up is completed
- Identify prospects and conduct prospect research and prepare briefings
- Manage prospect lists
- Plan and execute campaign-related events
- Assist in the development and execution of a communication plan for donors

Gift Acknowledgment and Tracking

- Responsible for timely and accurate acknowledgment of gifts
- Maintain accurate donor records
- Track pledges and send pledge reminders

Campaign Reporting and Coordination

- Develop and maintain campaign progress reports
- Communicate with other staff and volunteers to make sure that contact with campaign prospects and donors is coordinated
- Track all campaign-related expenses
- Ensure correct and complete gift reconciliation with Finance

Communication and Public Relations Planning

- Act as the central point for staff and volunteer communication for the campaign
- Assist in the development and execution of a communications plan for the campaign
- Coordinate the production of campaign collateral and communications
- Supports and protects silent retreat environment; upholds ethical principles.



Qualifications/Experience

- Bachelor's degree preferred
- 2+ years of fundraising experience at a nonprofit organization; capital campaign experience a plus
- Strong judgment and the ability to handle confidential information with sensitivity and discretion
- Proficiency in MS Office/Google Suite and donor database software. Experience with Salesforce, Adobe Creative Suite, and Wordpress a plus.
- Exceptional organizational and project management skills, with a keen awareness of details and deadlines
- Can-do attitude and focus on meeting goals
- Ability to plan, prioritize and manage multiple tasks with capacity to self-direct.
- Excellent verbal, written and interpersonal communication skills.
- 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@dharm.org.

This is a full-time, 40 hours/week position 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@dharm.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.