

Major Gifts Officer

Please submit a resume and cover letter (required), elaborating on a special fundraising success and describing how your experience and aptitudes apply to the position.

San Francisco Zen Center (SFZC) seeks a full-time Major Gifts Officer whose initial focus will be fundraising for a capital campaign to renovate its historic facility in San Francisco. By way of preparing this Julia Morgan-designed building to enter its second century, SFZC will make it more welcoming and accommodating to residents and visitors, and will improve its environmental balance.

This is a responsible position offering an opportunity to use your experience and grow your skills in partnership with other development professionals. We're looking for candidates with enthusiasm, self-direction, people skills, as well as administrative and database skills.

- *You understand and can convey the organization's values.*
- *You will identify likely supporters, convey SFZC's values and mission, partner with leadership, conduct visits, prepare correspondence and proposals, ask for commitments, and structure your strategies and progress using all the bells and whistles of Salesforce.*
- *You are organized, detail-oriented, a self-starter, and have a track record of related success.*

Reporting Relationship

Report to the Capital Campaign Manager. Partner with the Director of Development and the Campaign Manager to set first-year goals.

Duties and Responsibilities

- Build and expand a portfolio of prospects and productive major donors for both the permanent major-gifts program and the capital campaign to renovate City Center.
- Balance effective identification, qualification, cultivation, solicitation, securing commitments, acknowledgement, stewardship and information management.
- Initiate campaign conversations, whether through letters and proposals, calls or meetings.
- Conduct these conversations independently and in collaboration with SFZC leadership figures who can help open doors and participate in meetings.
- Add value by supporting the larger fundraising enterprise, including the annual-fund, membership, events, prospect research, the legacy program and data administration.
- Manage information processes and pathways, especially prospect records and reports in Salesforce.

Qualifications

- Experience asking for and securing commitments, whether singly or in teams.
- Experience managing leads and engaging volunteers.
- Enthusiasm for the mission of San Francisco Zen Center.
- Knowledge of Salesforce a big plus.
- Proficiency with office software, especially Excel, Word and Google Docs.
- Experience working effectively in an open-plan office.
- Ability to work occasionally on weekends and after hours.

Aptitudes

- Ability to develop financially productive relationships with prospects.
- Self-motivated, persistent, meticulous and adaptable.
- Discrete, honest and pleasant.

- Talent for communication, both verbal and written.

Environmental

- Ability to climb stairs.
- Type daily on a keyboard.
- Comfortable working in a dog-friendly office.
- Reasonable accommodations will be made as needed.

Work Hours

- 40 hours per week (some evenings and weekends).

Compensation

- Competitive benefits package, including medical, dental, vision, and paid time off.
- Organic vegetarian lunch provided on site.

Application Process

- Please apply to jobapplications@sfzc.org.

Organization Profile

San Francisco Zen Center (SFZC) was established in 1962 by Shunryu Suzuki Roshi (1904-1971) and his American students, and has since become one of the largest Buddhist sanghas outside Asia. Suzuki Roshi is known to countless readers as the author of the modern spiritual classic, Zen Mind, Beginner's Mind.

The purpose of SFZC is to make accessible and embody the wisdom and compassion of the Buddha as expressed in the Soto Zen tradition. Our practice flows from the insight that all beings are Buddha, and that sitting in meditation is itself the realization of Buddha nature, or enlightenment.

SFZC is a practice place for a diverse population of students, visitors, lay people, priests and monks guided by teachers who follow in Suzuki Roshi's style of warm hand and heart to warm hand and heart. SFZC offers daily meditation and practice groups; regular monastic retreats and practice periods; classes, lectures and workshops.

It has three practice places: City Center, in the vibrant heart of San Francisco; Green Gulch Farm, whose organic fields meet the ocean in Marin County; and Tassajara Zen Mountain Center—the first Zen training monastery in the West—in the Ventana Wilderness inland from Big Sur.

All are welcome.