



SAN FRANCISCO ZEN CENTER

## **Job Description**

### **Capital Campaign Associate**

PLEASE SUBMIT A RESUME AND COVER LETTER (REQUIRED) DESCRIBING YOUR EXPERIENCE AND HOW IT WILL APPLY TO THE POSITION.

#### **Position Overview**

**San Francisco Zen Center (SFZC)** is conducting a fundraising campaign to renovate its historic Julia Morgan facility, Beginner's Mind Temple, in San Francisco (one of SFZC's three practice centers, along with Green Gulch Farm Zen Center and Tassajara Mountain Zen Center) in time for the building's centennial in 2023. The campaign seeks a half-time Capital Campaign Associate to join its team.

This role is essential to the success of this exciting campaign to make major renovations to Beginner's Mind Temple. Beyond preparing this wonderful building to enter its second century, this major renovation project will make the building more welcoming to the hundreds of people who come through our doors each week, as well as making it more accessible.

This important new role will be a key part of the campaign fundraising team and will be crucial to running a well organized campaign with accurate and actionable donor information, supporting campaign leadership and senior teachers with donor cultivation, and helping to organize donor meetings and cultivation events.

This is a responsible position offering autonomy to the right candidate and the opportunity to use your experience and grow your skills in partnership with other development professionals. We're looking for candidates with enthusiasm, creativity, self-direction, people skills, as well as administrative and database skills. You will collaborate on campaign correspondence, proposals and materials; prospect management and research; donor cultivation meetings and events; and Salesforce data entry and management.

#### **Reporting Relationships**

The Capital Campaign Associate will report directly to the Capital Campaign Manager.

#### **Duties & Responsibilities**

Correspondence, Proposals and Materials

- Help generate letters and proposals.
- Collaborate on composing and distributing campaign updates and stewardship materials.
- Keep the campaign web pages, F.A.Q. and other materials up to date.

Prospect Management and Research

- Support campaign leadership with accurate and informative donor information and briefings for their calls and visits.
- Support regular campaign leadership meetings, including taking detailed meeting notes and keeping track of agreed-upon action steps for each member of the campaign leadership.



## SAN FRANCISCO ZEN CENTER

- Conduct prospect research on both individual and institutional prospects. Work with our contracted prospect researcher to integrate new information about supporters in effective briefing materials, as well as enter this data into Salesforce records.
- Being the first point of contact for campaign prospects in organizing donor cultivation meetings and events.

### Special Events

- Help plan and execute small-scale donor cultivation events, including managing event work plans, guest lists, event volunteers, logistics, hospitality, greeting, invitations, materials, follow-up, and more.

### Salesforce Management

- Master relevant procedures for managing records and establish a procedures manual.
- Ensure integrity and completeness of campaign data.
- Populate records and a family of reports to reflect campaign progress and help keep leadership up to date and productive.

### Qualifications

- Experience working in a similar role in a development/fundraising office strongly preferred.
- Talent for effective, communicative writing.
- Strong organizational and resource management skills. Multitasker.
- Knowledge of donor management software helpful. Knowledge of Salesforce a big plus.
- Proficiency with Outlook, Excel, Word, Google Docs, etc.
- Ability to work effectively in an open-plan office space.
- Ability to work occasionally on weekends and after-hours.

### Aptitudes

- Enthusiasm for producing detailed, accurate and meticulous work.
- Customer service orientation.
- Enthusiasm for supporting this campaign and the mission of San Francisco Zen Center.
- Ability to maintain confidentiality and discretion.
- Self-starter and ability to work well independently.

### Environmental

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

### Work hours

- 20 hours per week (some evenings and weekends)

### **Application Process:**

Please apply to [jobapplications@sfzc.org](mailto:jobapplications@sfzc.org) to be considered.



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**Organization Profile:**

San Francisco Zen Center 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*.

The purpose of San Francisco Zen Center is to make accessible and embody the wisdom and compassion of the Buddha as expressed in the Soto Zen tradition established by Dogen Zenji in 13th-century Japan and conveyed to us by Suzuki Roshi and other Buddhist teachers. 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.

Today, San Francisco Zen Center is one of the largest Buddhist sanghas (communities) outside Asia. 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. These three complementary practice centers offer daily meditation, regular monastic retreats and practice periods, classes, lectures, and workshops.

San Francisco Zen Center 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. All are welcome.