

## **Karme Choling Major Gifts Officer**

Reporting to the Executive Director, the Major Gifts Officer leads, develops and implements the overall major gift development strategy for Karme Choling.

The Major Gift Development Director commits to:

- Meditation practice
- Appreciation of Sacred World
- Devotion to service

This role is responsible for:

- Upholding and representing the view of richness, wealth and generosity at Karme Choling, cultivating and encouraging its expression in all forms
- Leading, developing and implementing the overall development strategy for Karme Choling, together with the Annual Fund Director
- Collaborating with the Capital Campaign Director in donor cultivation and communication activities, as needed
- Supporting the aspiration for manifesting Shambhala culture in the workplace
- Supporting collaboration, coordination, creativity and communication across departments

This is accomplished through:

- Major Gift Program
  - Develop and implement a major gift program, including planned giving
  - Put systems in place to ensure continuity
- Budget Oversight
  - Remain familiar with other financial and fundraising efforts of the Shambhala mandala
  - Communicate budget costs to the Annual Fund Director
- Gift and Record Management
  - Ensure accurate record-keeping of all major gift donations and their sources
    - transmit this information to Annual Fund Director
  - Ensure timely communication with major gift donors regarding pledge fulfillment
- Donor Communications and Appeals
  - Develop and implement major donor communications strategy
  - Maintain regular correspondence with foundations, donors, and board members
  - Oversee postal and email communications with major donors and donor groups
  - Write fundraising letters and appeals for major gifts
  - Provide timely acknowledgment of gifts and pledges received
  - Collaborate with Annual Fund Director regarding content of donation-related pages on the Karme Choling website.

- Donor Relationships
  - Cultivate relationships with current and prospective donors
  - Offer opportunities for major donors to collaborate and communicate with Karme Choling leadership in collaboration with the Annual Fund Director
  - Offer opportunities for major donors to celebrate their generosity to Karme Choling in collaboration with the Annual Fund Director
  - Serve as an advocate for our donors in collaboration with the Annual Fund Director
  - Develop and grow our major gift donor base
- Foundation Relationships
  - Write grant proposals and reports to current supporting foundations
  - Research and cultivate new foundation support

Key Personal Attribute: A kind and generous nature.