**Karme Choling Development Director**

Reporting to the Executive Director, the Development Director directs all ongoing annual fundraising activities at Karme Choling and supervises the Development Office staff.

The Director of Development 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
* Collaborating with the Major Gift Director (when position is occupied) to develop and implement the overall development strategy for Karme Choling
* Leading the ongoing development efforts to raise annual donations comprising 20-25% of Karme Choling’s operating budget
* Collaborating with the Capital Campaign Director in donor cultivation and communication activities (should the Capital Campaign go forward)
* Supervising all activities of the Development Office staff, including their execution of activities in support of the capital campaign.
* Supporting the aspiration for manifesting Shambhala culture in the workplace
* Supporting collaboration, coordination, creativity and communication across departments

This is accomplished through:

* Staff and Budget Oversight
	+ Collaborate with and oversee activity of Development Office staff
	+ Responsible for creating departmental budget in collaboration with Director of Finance
	+ Remain familiar with other financial and fundraising efforts of the Shambhala mandala
* Gift and Record Management
	+ Ensure accurate record-keeping of all donations and their sources
	+ Ensure timely communication with annual donors regarding pledge fulfillment
* Donor Communications and Appeals
	+ Develop and implement annual donor communications strategy
	+ Maintain regular correspondence with annual fund donors
	+ Oversee postal and email communications with donors and donor groups
	+ Write fundraising letters and appeals for annual gifts
	+ Prepare annual gift summaries
	+ Provide timely acknowledgment of gifts and pledges received
	+ Oversee content of donation-related pages on the Karme Choling website, with collaboration of Major Gift Director (when position occupied)
* Program-Based Fundraising
	+ Collaborate with Executive Director, Director of Finance, Programs Department, Coordinators, and Teachers to offer opportunities for program participants to give to Karme Choling
* Donor Relationships
	+ Cultivate relationships with current and prospective donors
	+ Offer opportunities for recurring donors to collaborate and communicate with Karme Choling leadership
	+ Offer opportunities for recurring donors to celebrate their generosity to Karme Choling
	+ Serve as an advocate for our donors
	+ Develop and grow our annual fund donor base