



SAN FRANCISCO ZEN CENTER

Job Description Capital Campaign Manager

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 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. It has an annual operating budget close to 6 million dollars. It supports a resident community of over 150 people and tens of thousands of people participate in SFZC programs and retreats each year.

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.

Reporting Relationships:

As a member of the Development team, the Capital Campaign Manager will report directly to the Development Director and work in collaboration with the Development staff and Campaign Leadership Team.

Position Overview:

San Francisco Zen Center (SFZC) is looking for an experienced Capital Campaign Manager who will be responsible for guiding, planning, managing and implementing a \$10 million capital campaign. This position will play a critical leadership role in ensuring the success of the campaign.

The Campaign Manager will oversee the cultivation and solicitation of lead gifts in support of the renovation of San Francisco Zen Center's Beginner's Mind Temple, into a more welcoming, inclusive



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and accessible urban temple. The Campaign Manager will be responsible for a portfolio of major donors and prospective donors to cultivate, solicit and steward capital gifts.

Duties & Responsibilities:

- Working with the Development Director, identify and manage a major donor portfolio of 100-150 individuals, trusts and foundations. In coordination with the Director and with the Campaign Leadership Committee, create a donor cultivation plan to secure lead gifts, identify lead donors and a strategy for cultivation.
- Rank major donors according to capacity and inclination to give. Manage prospect pool using Salesforce and other tools and resources.
- Provide the necessary information to support donor meetings, including holding briefing meetings with key volunteers and senior staff.
- With the Development Director and Campaign Leadership Team, develop a campaign communications plan and supporting materials.
- Work closely with key volunteers including members of the Board and Development Committee, as well as the Campaign Leadership Committee, to keep them engaged and informed of campaign progress.
- Support the Campaign Leadership and key volunteer solicitors in a variety of ways, to include organizing meetings and working with individuals to ensure they are properly trained and have the resources they need for prospect cultivation and stewardship.
- Prepare and present funding proposals for individual donors, corporate sponsors, trusts and foundations.
- Develop and implement a campaign stewardship plan, plus develop individual stewardship plans for donors as required.
- Manage the Campaign budget.
- Other duties as assigned.

Qualifications:

- Prior experience in managing successful capital campaigns, including successful individual major donor gift solicitations of six figures and above (required)



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- Minimum five years experience in major gift, endowment and legacy fundraising, with demonstrated results
- Familiarity with Salesforce
- Analytical and project management skills
- Excellent negotiation and interpersonal skills
- Superior verbal and written communication skills
- Demonstrated ability to write successful proposals
- Tact and discretion a must
- Ability to work well independently and with a team; self-motivated, flexible and adaptable
- Ability to travel and flexibility around work hours
- Ability to manage time well and model work-life balance

To be successful as a member of the SFZC staff, you will also:

- Have a passion for our mission, understanding of our history and values, and a strong desire to contribute to a spiritual non-profit organization
- Be an innovative and creative thinker; willing to try something new and inspire others to do so
- Have a high level of personal and professional integrity and trustworthiness

Environmental:

- Ability to climb multiple flights of stairs
- Type daily on a keyboard
- Comfortable working in a dog-friendly office

Work hours:

- 40 hours per week; Exempt

Compensation: Salary commensurate with experience.

-- Please email your resume and cover letter (required) to jobapplications@sfzc.org--



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