



SAN FRANCISCO ZEN CENTER

Institutional Giving Manager

Title of Position: Institutional Giving Manager

Department: Development

Reports to: Director of Development

Supervises: N/A

Work Status: Full-time (Benefitted, Exempt)

Work Location: In-person, remote, or hybrid (occasional in-person attendance required for events)

Salary: \$70K to \$75K, DOE.

Date: Dec 9th

San Francisco Zen Center:

San Francisco Zen Center (SFZC) was established in 1962 by Shunryu Suzuki Roshi (1904–1971) and is one of the leading Buddhist practice and training centers in the West. The SFZC community includes internationally known Zen teachers, short and long-term residential students, non-residential lay practitioners, ordained priests, and visiting guests. SFZC operates three practice centers in California: City Center (San Francisco), Green Gulch Farm (coastal Marin County), and Tassajara Zen Mountain Center (Ventana Wilderness, inland from Big Sur).

SFZC's mission is to express, embody, and make accessible the wisdom and compassion of the Buddha as taught and practiced in the Soto Zen tradition. Its vision is to embed diversity, equity, inclusion, and accessibility throughout its teachings, practice, organizational culture, policies, and operations.

Position Overview:

The Institutional Giving Manager is responsible for leading, planning, managing, and executing all fundraising related to institutional funding, including corporate, foundation, and government giving. The role involves building relationships with donors, prospecting, cultivating, soliciting, and managing all aspects of grant writing and reporting to meet institutional donor requirements. The manager will also develop and implement outreach strategies that align with SFZC's goals and values.

Key Responsibilities:

1. Research and Planning (40%):
 - Monitor trends and opportunities in institutional giving.
 - Conduct research on current and potential funders.
 - Write compelling proposals, renewal requests, and reports for annual and special project campaigns.
 - Cultivate and steward relationships to support strategic fundraising goals.



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2. Grants Management (30%):
 - Build and maintain positive relationships with foundation officers, corporate partners, and government agencies.
 - Collaborate with the Development Director to strategize donor management and stewardship.
 - Ensure compliance with donor requirements and maintain accurate records.
 3. Impact Evaluation and Reporting (20%):
 - Coordinate cross-departmental efforts to gather data for reporting.
 - Contribute to annual reports, donor impact summaries, and board updates.
 - Assist in soliciting sponsorships for key events and activities.
 4. Administration and Collaboration (10%):
 - Manage donor databases, ensuring accuracy and security.
 - Attend Development events to engage with donors and provide support.
 - Participate in project meetings and offer administrative support as needed.
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Qualifications:

- Bachelor's degree in English, communications, nonprofit management, or a related field.
 - 2–3 years of writing and grant experience, with a strong record of successful fundraising.
 - Exceptional writing, grammar, and editing skills.
 - Strong organizational skills with the ability to manage multiple deadlines.
 - Familiarity with donor databases (e.g., Salesforce) and budgeting principles.
 - Ability to work collaboratively across departments and with external stakeholders.
 - Mindfulness and attention to detail, with an understanding of SFZC's mission and culture.
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Skills Required:

- Strategic planning and relationship management.
- Effective communication and outreach skills.
- Ability to navigate complex processes and maintain confidentiality.

Equipment & Technology Skills Required:

- Proficiency in Salesforce, Google Suite, and Microsoft Office.
- Knowledge of donor database management and online grant submission tools.

Interested candidates can send a cover letter and resume to humanresources@sfzc.org.