



SAN FRANCISCO ZEN CENTER

Major Gifts Officer

Title of Position: Major Gifts Officer

Department: Development

Reports to: Director of Development

Supervises: *N/A*

Work Status: FT, regular workdays, occasional nights and weekends to support onsite and offsite events

Salary: \$85K-\$90K

Work location: Hybrid remote (Bay Area required)

Date: Feb 4, 2025

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 has a diverse population made up of internationally known Zen teachers, short and long-term residential students, non-residential lay practitioners, ordained priests, and visiting guests. We have three California practice centers: City Center (located in San Francisco), Green Gulch Farm (located in coastal Marin County), and

Tassajara Zen Mountain Center (located in the Ventana Wilderness, inland from Big Sur). The purpose of SFZC is to express, embody, and make accessible the wisdom and compassion of the Buddha as taught and practiced in the Soto Zen tradition.

SFZC's long-term vision is to embody diversity, equity, inclusion, and accessibility throughout San Francisco Zen Center's teachings, practice, organizational culture, policies, and operations as a manifestation of our vow to awaken together with all beings.

Position Overview:

The Major Gifts Officer is responsible for building relationships, researching, prospecting, cultivating, and soliciting donors to help them accomplish their philanthropic goals. The Major Gifts Officer will be responsible for developing and implementing effective communication and outreach strategies to promote SFZC.

Key Responsibilities:

1. Researching and Planning (45%)
 - Monitor and analyze trends and developments in the philanthropic landscape to identify potential risks and opportunities.
 - Provide prospect research for current and potential donors.



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- Write compelling proposals or renewal requests to secure funding for both annual and special project campaigns.
 - Working with the Director of Development to manage projections, expenses, as well as pledges and pledge fulfillments.
2. Portfolio Management (20%)
- Cultivate and steward positive relationships with key stakeholders..
 - Implement effective communication strategies to convey SFZC's goals, values, and achievements to external stakeholders.
 - Strategize with the Development Director on managing major donors who give through private family foundations.
3. Special Events (5%)
- Plan and implement events and activities, tours, receptions and fundraisers
 - Contribute to the yearly impact report
4. Administration (30%)
- Donor database management.
 - Managing systems and information flow between donors, prospects, and SFZC
 - Participate in project meetings.
 - Collaborate with internal teams to ensure consistency in messaging and alignment.
 - Other duties assigned include administrative and management support.
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Qualifications:

- Bachelor's degree, preferably in English, communications, nonprofit management, or related field.
- Ability to work collaboratively across departments to support the preparation and implementation of accurate, compelling, and creative content for proposals.
- Able to meet multiple deadlines with accuracy.
- Strong writing, grammar, and editing skills.
- Mindfulness, attention to detail, and ability to manage complex processes.
- Computer literacy with working knowledge of donor databases (Salesforce).
- Familiarity with budgeting.
- Familiarity with Buddhism and temple life (not required)

Working Conditions:

- Pleasant, collegial office environment.



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- Time split between individual and collaborative work.
 - In person or hybrid and may include travel to off-site locations and night and/or weekends.
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Skills Required:

- Strategic planning and relationship management.
- Effective communication and outreach skills.
- Ability to navigate complex processes and maintain confidentiality.
- Able to work independently while also collaborating effectively.

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.