DIRECTOR OF DEVELOPMENT

Dalai Lama Fellows is *reimagining leadership* by training Millennials to apply universal values toward the solution of global challenges. Drawing from the perspectives of the 14th Dalai Lama and other exemplary leaders, we have created practical frameworks and tools that provide new ways to address the most pressing issues facing the world. Since 2010, we have selected more than 125 Fellows from 36 nations, coached them in our year-long ethical leadership curriculum and on their compassion-in-action field projects, at more than 100 locations worldwide,and forged them into a global community intended to serve them as a lifelong support system and reference point. Our Fiscal Year 2016 revenues were slightly more than one-million dollars.

This year, in moving beyond our core Fellowship program, DLF is seeking to fill a position both to sustain philanthropic fundraising and to generate revenues from new partners and investors to build an earned income program in parallel with the core Fellowship. The person who joins our organization will have at least eight years of experience, ideally, in business development as well as fundraising. This is a wonderful opportunity for someone with imagination, initiative, energy and audacity -- and the drive to make a difference in the world. Dalai Lama fellows is secular, ecumenical and independent. More about the organization, including our 2016 Annual Report, is available on our website at [www.dalailamafellows.org.](http://www.dalailamafellows.org/)

# The ideal Director of Development will be:

* a successful fundraiser with a proven track record of incremental growth and demonstrated ability to find and engage new donors and grow the organization
* an outstanding communicator
* a self-starter, who wants to help build a movement, not just fill a job
* an innovator, who thrives in an environment where imagination and initiative are key to success
* an excellent relationship-manager,who can introduce us to new networks while sustaining current ones
* an independent team-player who can work successfully with minimal support or supervision
* someone with high energy and spirits, intellectual curiosity, cross-sectoral and cross-cultural competencies
* familiar with with Salesforce and eager to learn new technologies
* an individual with an interest in applying contemplative values and practices within leadership

# Management of Organizational Advancement:

* Generate the necessary funds for current operations, special projects and organizational sustainability
* Develop an annual budget directly linked to the strategies and priorities of the organization, including growth
* Create the annual Development Plan, working in concert with the current Strategic Plan
* Communicate a broad understanding and awareness of Dalai Lama Fellows’ mission, niche and programs

# Fundraising:

* Recommend funding goals for the fiscal year to the Executive Director and the Board of Directors
* Identify, cultivate, and steward major donors. Develop relationships with key donors and establish strategies that bring donations to DLF, both through direct solicitation and by facilitating the Executive Director, Board members, Staff and Fellows in securing gifts.
* Oversee the annual fund planning and yearly solicitations strategies
* Plan and implement strategic initiatives such as planned giving, major gift initiatives and an endowment
* Oversee events that promote the connection of individuals and organizations to Dalai Lama Fellows
* Prepare grant applications and reports
* Manage gift acknowledgments, reporting, accounting, and data management of the Development Office
* Steward endowment gifts, and oversee stewardship program with data provided by Administrative Assistant
* Research funding opportunities, including with Foundations and individual major donors

# Communications:

* Serve as a spokesperson for the organization in philanthropic and business settings
* Oversee all electronic communications for external audiences
* Manage communication to prospective individual and institutional funders via social media outlets, newsletters and mailings
* Participate in the planning and production of all external publications (including the Annual Report, campaign materials and Annual Fund collateral)

# Executive Director & Board of Directors:

* Support the Executive Director in managing our Advisory Council and growing it toward a working Board, and managing and staffing the Development Committee
* Staff the Governance Committee in identifying, recruiting and onboarding new board members
* Prepare Annual and Quarterly meeting reports, working with staff to ensure appropriate content
* Work closely with the Executive Director to implement vision, mission and goals for the organization
* Provide comprehensive, timely and effective support for the Executive Director
* Set agendas, provide data and coordinate all fundraising efforts
* Provide research, background information, appropriate materials and recommendations for dealing with specific constituents, donors and allies

The Director of Development will begin work on June 1, 2017. To apply, please email your resume with a cover letter and any portfolio materials that you believe would augment your candidacy by demonstrating fundraising, communications, business development or operational/strategic acumen to: Joash Wampande [jwampande@dalailamafellows.org,](mailto:jwampande@dalailamafellows.org) with the subject line “Director of Development.”

Salary will be commensurate with experience and Dalai Lama Fellows provides a robust benefit package. Dalai Lama Fellows is a fiscally-sponsored project of Community Initiatives, an equal opportunity employer.