

DIRECTOR OF DEVELOPMENT

January 2020

INTRODUCTION

The Buddhist Churches of America Endowment Foundation is seeking a highly motivated candidate for the position of Director of Development, responsible for fostering a thriving and engaged community of support for the Buddhist Churches of America (BCA), an association of 59 temples throughout the mainland United States. The position will also collaborate with development efforts of the Institute of Buddhist Studies (IBS), the graduate school that supports the educational mission of BCA. The candidate shall connect people who share BCA's mission and values to ensure BCA receives the necessary resources to Educate, Connect and Enrich the Buddhist communities who embrace the Jodo Shinshu (Pure Land School) tradition.

The candidate will report to the Executive Director of the BCA Endowment Foundation, a 501(c)3 organization dedicated to management of legacy endowments supporting the BCA, IBS, and its programs and providing fundraising support. The Director of Development will also interface heavily with members of the board and other volunteers.

The position is initially a part-time position – 3 days/week, or minimum 24 hours per week. There will be a need to be physically present at times in the locations of BCA and IBS facilities in San Francisco, or Berkeley, however, the work is can also be completed remotely with coordination and collaboration through virtual connections through web-based communications and video conferencing.

JOB DUTIES

- Collaborate with the Executive Director of the BCA Endowment Foundation, the Joint Committee Development, BCA Executive Committee, Trustees of the Institute of Buddhist Studies, and BCA professional staff and others to develop, direct and implement all aspects of BCA and IBS's development program.
- Consult with key stakeholders to identify BCA's fundraising goals and develop a comprehensive plan to meet those goals.
- Execute BCA's plan by securing major gifts, engaging established and prospective donors, building a major gift pipeline by actively identifying and managing a portfolio of major gift prospects. Further, develop and implement donor cultivation, solicitation, and stewardship strategies, including organizing gala events and performing other activities to promote and achieve the fundraising goals of BCA and BCA Endowment Foundation.
- Develop an in-depth understanding of the BCA organization, its programs and priorities in order to leverage emergent opportunities within the framework of BCA's strategic development priorities.
- Represent BCA in all its facets to all development stakeholders and ensure the involvement of stakeholders in supporting BCA and contributing to the direction of its development

function. Build strong relationships with donors and prospects, IBS faculty, ministers, members, and volunteers.

- Work with Communications and other BCA Committees to create compelling case documents in support of BCA's priorities that are consistent with the communications strategy for the current capital campaign for the BCA.
- Prepare proposals to established and prospective donors and relevant foundations.
- Provide leadership and ensure coordination with colleagues regarding Campaign, annual, major and planned gifts, corporate and foundation gifts and grants.
- Collaborate and communicate with colleagues to ensure strategic focus, outcomes and documentation of prospect identification and management, and gift agreements and documentation.

BASIC QUALIFICATIONS

- Bachelor's degree and a minimum of 7-10 years of progressively responsible principal and major gift experience for nonprofit entities, or equivalent private sector experience in raising investment for start-up and early-stage companies.
- Ability to quickly establish a working understanding of BCA's religious organization environment and working with prominent stakeholders along with the grace and enthusiasm necessary to engage high net worth individuals on behalf of BCA and its programs.
- Demonstrated success persuading and influencing groups and individuals to support the organization's agenda with respect to colleagues, team members, volunteer leadership and other potential stakeholders.
- Outstanding demonstrated success building, cultivating and stewarding new relationships leading to measurable results i.e. larger donor base, increase in campaign revenue, increase in volunteer participation and partnership.
- Demonstrated success personally soliciting significant principal and major gifts.
- Excellent written and oral communication skills and a track record of successfully managing current and prospective benefactors at the principal and major gift level along with outstanding social skills, instincts, judgment and integrity are required for success.
- The ideal candidate will be an ambitious and motivated professional, who values a collaborative working environment and who will be able establish strong, interpersonal relationships with key leaders, donors and development office staff.
- Must demonstrate a highly sophisticated understanding of all aspects of the cultivation and solicitation process and incorporate members of the BCA leadership including the Executive Committee, the National Board and local temple leaders; Ministers; Members of the IBS Board of Trustees and the BCA Endowment Foundation Board in a successful solicitation process.
- Candidates must be comfortable with a flexible work schedule, including travel for major donor cultivation and some evening and weekend work.

- Demonstrate the ability to practice and adhere to organizational values.

PREFERRED QUALIFICATIONS

- Advanced degree.
- Demonstrated success in fundraising for religious non-profit organizations.
- Candidates will have an authentic curiosity about BCA's core values as well as a strong appreciation for the accomplishments and challenges of BCA's ministers, IBS faculty, and members
- Experience in a leadership position at a BCA temple; District; or national level; or equivalent in other religious organizations
- Established relationships with BCA Sangha members; BCA Ministers' Association; Office of the Bishop; IBS; Buddhist organizations external to BCA.
- Religious training in Shin Buddhism
- Japanese language proficiency
- Familiarity with Excel, Power Point, office collaboration tools, and social media networks as communication tools are desired.

Interested applicants should submit their resume together with a Cover Letter to:

Mr. Hideaki Mizuno
BCA Endowment Foundation
1710 Octavia Street
San Francisco, CA 94109

Or by email to:

hmizuno@bcahq.org