



GARRISON INSTITUTE

## **DEVELOPMENT AND FUNDRAISING MANAGER**

The Garrison Institute was established in 2003 as a non-profit, non-sectarian organization exploring the intersection of contemplation and engaged action in the world. Since its founding, the Institute has made the case for the relevance of contemplative-based approaches to social and environmental change, and demonstrative that they can be applied in practical, evidence-based ways while meeting scientific rigor and providing measurable, pragmatic results. Through its retreats, more than 40,000 individuals have learned contemplative-based methods for building personal resiliency and transforming their approach to work in the world. The Institute has close to 30 staff members with an annual operating budget of approximately \$4 million. The Institute is housed in a beautifully renovated former monastery on 90 acres overlooking the Hudson River an hour north of New York City. To learn more, please visit [www.garrisoninstitute.org](http://www.garrisoninstitute.org).

The Garrison Institute's Development Manager supports a dynamic development operation that includes foundation and corporate relations, major gifts, appeals, special events and donor management. The Manager ensures the tracking and timely completion of tasks as well as handling internal communications and reporting. Responsibilities include: coordinating grant submissions and reports; conducting prospect research, assisting with donor cultivation, solicitation and stewardship including annual appeals and events along with managing fundraising database system and development processes. S/he reports to the Executive Director and works closely with Institute leadership and program staff.

### **Areas of Responsibility**

#### **Grant Submissions and Reporting**

- Prepare grant proposals, letters of inquiry, reports, format budgets and other materials for foundations, corporations, and public agencies.
- Maintain a master schedule of deadlines and ensure timely submissions.
- Manage follow-up tasks and communications.

#### **Donor Prospect Research**

- Research and identify institutional and individual donor prospects.
- Manage files and a database of information on donors and prospects.
- Coordinate priority donor lists for review and ranking by solicitors.
- Prepare donor prospect profiles and background materials for solicitors.

#### **Donor Cultivation, Solicitation and Stewardship**

- Keep abreast of Institute program initiatives; communicate with patrons about activities made possible with their support.

- Schedule meetings or site visits with donor prospects.
- Fulfill donor benefits and ensure that all gifts have been acknowledged.
- Coordinate any cultivation or donor recognition activities; prepare invitations, programs, case statements and other materials for events or meetings. Attend donor cultivation and fundraising events.

### **Annual Fund Appeals**

- Coordinate the annual appeal package and gift renewals; procure mailing lists and prepare data for mailings.
- Prepare reports of donor acquisition and renewal campaigns.

### **Other**

- Assist with researching and preparing annual development budgets.
- Work with marketing and communications department on web-based fundraising strategies and other digitally-based donor functions.
- Schedule and participate in regular development planning meetings; take minutes; coordinate follow-up strategies.
- Attend public events at the Garrison Institute.

### **Qualifications**

- Bachelor's degree with 5+ years of development and fundraising department experience, preferably with foundations, major donors, or within higher education.
- Knowledge and interest in progressive social issues and/or contemplative practices.
- Excellent interpersonal and communications skills.
- Strong ability to organize and prioritize tasks, lead long and short-term projects with superior attention to detail and follow-through.
- Proven ability to make decisions and solve problems independently, effectively and creatively.
- Proficiency in MS-Word, Excel, Powerpoint, Web-based searches, and fundraising database systems.
- Ability to respond adeptly to rapidly changing priorities.
- Attributes desired include intelligence, energy, integrity, graciousness, and flexibility.

The Institute offers the opportunity to work in a beautiful, contemplative setting with a thoughtful community of like-minded people. Salary will commensurate with experience and includes a full benefits package such as paid time off, health insurance and retirement plan.

### **To Apply**

Send cover letter, a writing sample and detailed resume to: HR Dept. - Development Manager Search via email [HR@garrisoninstitute.org](mailto:HR@garrisoninstitute.org). Please, no phone calls.

*The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply.*