



Director of Advancement,
Development &
Communications

The Garrison Institute

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BOSTON | NEW YORK

The Garrison Institute seeks a mission-oriented entrepreneurial Director of Advancement, Development, & Communications to help promote the work of the Institute, bolster the relationships with multiple audiences, secure funding to ensure program longevity, and develop smooth and efficient workflows for internal staff.

About The Garrison Institute

The Garrison Institute was established in 2003 as a not-for-profit, non-sectarian organization that explores 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 demonstrated that they can be applied in practical, evidence-based ways while meeting scientific rigor and providing measurable, pragmatic results. The Garrison Institute provides several offerings and programs, including:



- **The Garrison Institute Fellowship:** Through monthly retreats, lectures from visiting scholars, Fellowship Forums, curated research and literature, and intra-fellowship collaborations, our Fellows develop relationships with one another as well as experts in the field, expand their individual understanding and methodologies, and organize meaningful offerings – such as public workshops and conference convenings – that have the potential to make long-term impact on communities and systems.
- **Contemplative-Based Resilience:** The Contemplative Based Resilience Project (CBR) was created in response to the need to address the chronic and acute stress that frontline professionals experience as they provide care for the most vulnerable in our society. The CBR Project teaches the ABCs of resilience: Awareness, Balance, and Connection with trainings and coaching that provide practical skills and tools to maintain mental health and well-being. Grounded in cutting edge, evidence-based research, the CBR Project was designed by experts in trauma informed care, humanitarian aid work, and psychology.
- **Pathways to Planetary Health:** Pathways to Planetary Health (PPH) is the Garrison Institute’s signature environmental initiative, building upon nearly two decades of experience developing practical, scalable solutions to global problems by integrating science, mindfulness, and morality. With a particular focus on environmental change and its health impacts, PPH hosts public forums, leadership programs, and courses for executives in the financial and business sectors, all in pursuit of planetary health.
- **Compassionate Leadership:** It’s possible to be a successful leader – both in business and in life – while building a more sustainable, compassionate society. The novel challenges of today require a novel approach, one that combines deep introspection and compassion. Learning how to hone those qualities puts you in a position to succeed as a leader.

Through its retreats and programs, more than 100,000+ individuals have learned contemplative-based methods for building personal resiliency and transforming their approach to work in the world. The Institute has a team of over 30 permanent staff 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

Philanthropic Emphasis at The Garrison Institute

The Institute seeks to provide a balance between individual giving and unrestricted grants with a focus on strategic partnerships, where funders can sponsor our innovative services and programs for target populations and nonprofits. The Institute is working with a branding consultant to enhance their external relations strategy, as they re-invigorate a new phase of programming and philanthropy.



About the Position

The scope of work for the Director of Advancement, Development, & Communications can be categorized into the following areas:

- **Fundraising:** raise at least \$1.5 million per year through individual giving, major gifts, and foundation support; develop a three-to-five-year fundraising strategic plan to guide our future efforts; integrate fundraising across our programs in a way that aligns with our values; Engage and steward key donors
- **Brand + promotion:** help crystallize the story of the Institute and its core offerings; work with the Creative Director of Marketing and Communications and manage outside consultants on the day-to-day execution of marketing and promotional efforts, ensuring alignment with the Institute's brand and voice; develop three-to-five-year strategic budget for marketing and promotional efforts
- **Audience + community:** in partnership with staff and program directors, bolster the connection of each person to the Garrison Institute; ensure consistency of message across audiences and across programs and fundraising initiatives; develop strategic plan for long-term audience development and cross-promotion of programs
- **Staff + workflows:** partner with program directors to ensure their work and the Institute's work is aligned; partner with staff to develop smoother and more efficient workflows for communications and content dissemination; develop three-to-five-year strategic plan for growing the advancement staff, then lead hiring and training process for new staff
- **Leadership + Management:** reporting to Diana Rose, Co-Founder, with direct access to Jonathan Rose, Co-Founder and Chairman; member of senior management team; provide support for advisors and board members as appropriate

Key Responsibilities

- Synthesize and articulate advancement communications and development priorities consistent with Garrison mission, programs, and branding strategies
- Create and successfully implement 1- and 3-year advancement strategic plan
- Develop and implement innovative processes to foster meaningful stakeholder collaboration
- Ensure that Garrison philanthropic brand is integrated with the institute's web, social media, event, print and public relations
- Initiate and sustain new sponsorship and fundraising relationships
- Develop exceptional sponsorship and fundraising proposals, collateral and social media content

- Spearhead sponsorship, major gift, and digital fundraising solicitations
- Supervise a small team and collaborate with branding/communications consultant
- Serve as a member of the senior management team
- Report to Co-Founder Diana Rose and collaborate with co-Founder/Board Chair Jonathan Rose

Key Qualifications

The ideal candidate should demonstrate the following:

- Aligned with Garrison Institute mission and values
- Demonstrates systems thinking and advancement mindset
- Integration of fundraising, communications, and advancement mind set
- Nonprofit fundraising track record
- Relevant nonprofit communications and branding accomplishments
- Successful collaboration or with external and internal stakeholders
- Promotes team building and staff development
- Excellent writing and personal communication skills
- Appropriate career growth and job stability
- Ability to develop and sustain diverse networks
- Available to be on site two days a week and at least one overnight travel per month

Preferred, but not required qualifications:

- Relevant master's degree, certifications
- Exceptional digital acumen
- CRM use and/or conversion experience
- Fundraising campaign experience

The Garrison Institute is committed to being is an equal-opportunity employer. Individuals from diverse backgrounds are encouraged to apply. All applications will be handled confidentially.

As of 2021, the Garrison Institute has implemented a mandatory COVID vaccination policy for staff and attendees of onsite retreats and events. Click here for more information:

<https://www.garrisoninstitute.org/about-us/safety-protocols-for-covid-19/>

Candidates are strongly encouraged to provide a cover letter accompanying a resume and two writing samples. Please include what interests you about our mission, what has motivated you to apply and why interested in working for the Garrison Institute.

Please email your cover letter and resume in confidence to: Garrison@developmentguild.com

For more information, please visit www.developmentguild.com.

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About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. With offices in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

