

Director of Advancement

Leading Development and the Seven Oaks Capital Campaign

Insight Meditation Community of Washington (IMCW)

Location: Hybrid (Washington, DC Metro Area)

Salary: \$85,000-\$120,000, commensurate with experience

Position Overview

Grounded in Buddhist teachings, the Insight Meditation Community of Washington (IMCW) is dedicated to awakening from suffering through the cultivation of a loving heart and wise mind.

IMCW recently acquired Seven Oaks Retreat Center (SORC) with the vision to reimagine the 50-year-old campus into an eco-friendly, fully accessible, and affordable refuge for the Mid-Atlantic region. Located in Madison, VA, less than two hours from Washington, DC, Seven Oaks will become a sanctuary for meditation, healing, and inclusive community, which will require a multi-year, multi-phase campaign.

IMCW seeks a visionary Director of Advancement to provide strategic leadership for all fund development activities and to cultivate a “Culture of Generosity” across the organization. This full-time hybrid role will initially focus on strengthening development infrastructure, including implementing a new CRM, shaping the development team, and building systems to support ongoing fundraising for IMCW and special projects at Seven Oaks (approximately 80% of the role). Concurrently (20%), the Director will lay the groundwork for a multi-year, multi-phase twenty-two-million-dollar capital campaign for Seven Oaks Retreat Center by advancing campaign strategy and cultivating lead gifts. As staff and foundational development systems are established for long-term success, the role will transition to a primary focus on leading the SORC Capital Campaign, while providing ongoing guidance and mentoring of Development Staff as needed.

The ideal candidate is a skilled fundraiser with experience conducting a Capital Campaign, as well as a steward of generosity and community, embodying the values of compassion, mindfulness, and ethical leadership while ensuring the financial sustainability of the organization.

This is a hybrid position with frequent in-person activities throughout the Washington Metropolitan area, at Seven Oaks Retreat Center in Madison, VA, and surrounding areas.

Key Responsibilities

1. Giving Strategy & Organizational Leadership

- Provide strategic direction and oversight for all fund development activities at IMCW and SORC.
- Assess and strengthen organizational fundraising capacity, including implementing a new CRM, establishing systems, and shaping the development team.
- Refine and execute a comprehensive fund development plan aligned with IMCW's mission and the long-term vision for Seven Oaks Retreat Center.
- Establish timelines, fundraising targets, donor pipelines, and progress benchmarks.
- Partner with IMCW and SORC staff, the IMCW Board, consultants, and committees to ensure organizational alignment and shared ownership of a culture of generosity.
- Offer mentorship and training to staff and volunteer leaders to build internal fundraising capacity.

2. Capital Campaign Leadership

- Define and implement a strategic path toward the successful launch and execution of the SORC Capital Campaign.
- Build upon existing efforts to cultivate and solicit lead gifts and prepare the organization for campaign readiness.
- Collaborate closely with the IMCW Executive Director, Board, Seven Oaks Steering Committee, and Campaign Committee to maintain alignment and momentum.
- Establish campaign systems, tracking tools, financial projections, and reporting processes.
- Coordinate and guide consultants, volunteers, and project partners to ensure campaign milestones align with construction phases.

3. Donor Cultivation & Stewardship

- Identify, engage, and solicit major donors, foundations, sponsors, and philanthropic partners across IMCW constituency, the Mid-Atlantic region and beyond.

- Lead personalized cultivation strategies through one-on-one meetings, property tours, small gatherings, and tailored proposals.
- Build and sustain long-term relationships grounded in transparency, gratitude, and shared values of generosity and community.
- Ensure meaningful stewardship practices, including recognition and ongoing engagement.

4. Collaborative Communications & Engagement

- Work closely with team managers responsible for engagement, donor cultivation, and marketing to develop an integrated communications strategy that supports fundraising goals.
- Reimagine IMCW's newsletter as a strategic storytelling and donor engagement tool.
- Design cohesive outward-facing messaging that connects people to IMCW's mission and vision for SORC, informs stakeholders of impact, and inspires generosity and participation.
- Ensure consistency of voice and branding across all communication channels and campaign materials.
- Oversee the creation of compelling case statements, donor communications, campaign collateral, and impact reports.

Reporting & Team Structure

- Reports to the IMCW Interim Executive Director, followed by the IMCW Executive Director/Guiding Teacher, once hired.
- Supervises the Development Manager and provides mentorship to members of the broader Development Team, including the Sangha Engagement Manager.
- Works in partnership with the IMCW Board, Seven Oaks Steering Committee, Campaign Committee, and external consultants.

Qualifications

- Ability to design and implement comprehensive development plans, including annual giving, major gifts, planned giving, grants, and capital campaigns.
- Experience leading or supporting multi-year campaigns, including feasibility, planning, and execution.

- Skill in identifying, cultivating, soliciting, and stewarding donors across all giving levels.
- Proficiency in using metrics and analytics to guide strategy and measure impact.
- Capacity to align fundraising efforts with the organization's strategic plan and mission.
- Proficiency with donor databases to track engagement and inform strategy.
- Ability to manage complex, multi-phase initiatives with clear timelines and accountability.
- Strong understanding of nonprofit financials, campaign budgeting, and revenue forecasting.
- Experience hiring, mentoring, and leading development staff and volunteers.
- Excellent relationship-building and communication skills, with the ability to inspire generosity.
- Strong project management and organizational abilities.
- Experience working with nonprofits, spiritual communities, or mission-driven organizations; familiarity with Buddhist or contemplative environments is a plus.
- Commitment to accessibility, environmental sustainability, equity, and inclusive community values.
- Ability to travel regularly to Madison, VA and throughout the Washington, DC metropolitan area.

Personal Qualities

- Demonstrate integrity, compassion, and mindful communication. Understand and embody principles such as *dāna* (generosity), community (*sangha*), and inclusivity.
- Inspiring communicator who can translate vision into action.
- Able to navigate complexity with steadiness and clarity.
- Deep appreciation for contemplative practice, community, and environmental stewardship.

To Apply

Please submit a resume and a cover letter describing why this role resonates with you and how your experience aligns with the needs of the position to: pam.jacobson@imcw.org

IMCW is committed to equity, inclusion, and right relationship in the workplace, fostering an environment of belonging where all are served with compassion, mindful awareness, and respect for the dignity of every being.