

Interim Director of Advancement

Building the foundation for long term development and a Capital Campaign

Insight Meditation Community of Washington (IMCW)

Location: Hybrid (Washington, DC Metro Area, with frequent travel to Central Virginia)

Salary: \$90,000-\$110,000, 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 an experienced, visionary Interim 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 be responsible for setting up our growing team for long term success through strengthening development infrastructure, including implementing a new CRM, shaping the development team, and building systems to support ongoing fundraising for IMCW and conducting a 1,750,000 campaign to pay off the Seven Oaks Retreat Center mortgage and establish a maintenance fund. This interim engagement will lay the groundwork for a multi-year, multi-phase twenty-two-million-dollar capital campaign for Seven Oaks Retreat Center.

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

This engagement, estimated for 18-24 months, requires frequent in-person activities throughout the Washington DC Metropolitan area, at Seven Oaks Retreat Center in Madison, VA, and surrounding areas.

Key Responsibilities

Strategy & Leadership

- Set and lead IMCW/SORC's overall fundraising strategy.
- Strengthen systems and team capacity (including CRM and processes).
- Drive an integrated development plan with clear goals, timelines, and metrics.
- Partner with staff, board, and volunteers to build a shared culture of generosity.

Campaign Leadership

- Lead a \$1.75M campaign to retire the SORC mortgage and fund ongoing care.
- Cultivate lead gifts and guide campaign readiness, systems, and reporting.
- Align campaign progress with organizational priorities and project timelines.

Donor Engagement

- Build and steward relationships with major donors and partners.
- Lead personalized cultivation, asks, and long-term stewardship.

Communications & Engagement

- Collaborate on compelling, mission-aligned messaging and storytelling.
- Oversee campaign materials, donor communications, and impact reporting.

Team & Reporting

- Report to the Executive Director; supervise Development staff.
- Collaborate closely with board, committees, and consultants.

Qualifications

- Experience leading or supporting fundraising efforts (campaigns, major gifts, or annual giving).
- Ability to build relationships, inspire generosity, and communicate clearly.
- Strong organizational and project management skills.

- Familiarity with fundraising systems, data, and financial planning (or willingness to learn).
- Experience working in mission-driven or community-centered organizations.
- Commitment to equity, accessibility, and inclusive community values.
- Ability to travel within the region.

Encouragement to Apply

We recognize that strong candidates may not meet every qualification listed. If you're excited about this role and feel aligned with our mission, we encourage you to apply—especially women and individuals from underrepresented backgrounds.

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.