

Development Consultant

Position Overview

The Development Consultant is responsible for building engaging and sustainable individual, corporate and foundation partnerships with a revenue goal of \$50,000 annually to help ZENworks Yoga achieve its fundraising goals. They will report to the Board of Directors, specifically the Fundraising Committee. The successful candidate will have a track record of strong relationship management, strong written and oral communication skills, and a proven track record of meeting and exceeding goals.

Responsibilities

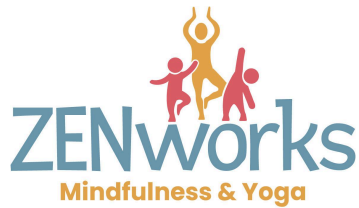
The Development Consultant will:

1. Develop and manage annual fundraising portfolio to raise a minimum of \$50,000 (meeting quarterly revenue and collections goals) from individuals, corporations and foundations by:
 - a. Working to broaden donor base by prospecting, identifying, and cultivating new donors; ensuring diversity and sustainability of site donor base.
 - b. Researching, writing, and creating letters, presentations, sales collateral, and reports for existing and potential corporate and foundation partners; make dynamic presentations to the same audiences.
 - c. Cultivating one-on-one relationships with select board members associated with corporate accounts to maximize their commitment to and involvement with ZENworks Yoga.
 - d. Engaging individuals working at ZENworks Yoga's current corporate partners in order to help cultivate new individual donors.

2. Support development operations process from donor identification through collection of funds by:
 - a. Working with the Board President to oversee gift confirmation, invoicing, collection, acknowledgment, and thank you processes of accounts.
 - b. Ensuring accurate maintenance of donor information, revenue records and collection documentation.
 - c. Contributing to and participating in monthly development pipeline meetings with the Fundraising Committee and preparing quarterly briefs for the Board of Directors.

In order to succeed in this role, the Development Manager must be able to:

- **Think Strategically:** Create breakthrough strategies that advance ZENworks Yoga's mission; attentive to environmental changes to ensure strategies remain relevant;



anticipate and respond to potential risks and opportunities; collaborate cross-functionally to develop strategies and ensure alignment through all levels of management; focus resources on efforts that add significant value to long-term mission advancement.

- **Manage Relationships:** Use interpersonal interactions to achieve mutually beneficial outcomes and advance ZENworks Yoga's mission; demonstrate personal presence and confidence when working with partners; invest in relationships in both the short and long term; enable partnerships to build strategic relationships by making connections and removing obstacles.
- **Execute to Results:** Strong ability to create and execute against work plans, parsing details into an executable plan. History of hitting bench marks and holding self and others accountable. Trouble-shoot and work well with others. Ability to manage a high volume of donor transactions and be productive in a fast paced multitasked environment. Commit to process and efficiency.
- **Communicate:** Communicate compelling and inspiring vision that motivates others to rally behind vision; translate strategy into clear, realistic, and measurable objectives and action plans. Good listener, empathetic team player, and flexible. Able to inspire and lead others.

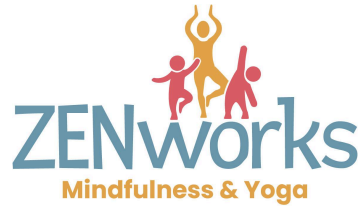
Basic Qualifications

- 5+ years of experience in corporate fundraising, partnership development, communications, nonprofit, or client account management.
- Ability to work the flexible hours demanded of a deadline-driven position.
 - Strong initiative and ability to work independently to achieve goals.
 - Proficiency in crafting strong, persuasive promotional and sales materials, decks, one-pagers, etc.
- Efficient time management skills: ability to meet deadlines and prioritize multiple projects.
- Demonstrate a willingness to work as and be a strong and collaborative team member.
- Passion for education and youth development.
- Thrives in a diverse, youthful, high energy, entrepreneurial, fast-changing environment.

Compensation and Benefits

Compensation commensurate with experience. ZENworks Yoga is invested in the growth and development of talent. As an organization, we strive to empower our people to take responsibility for their own career management and provide opportunities for growth.

Please submit your résumé and cover letter to ZENworks Yoga at careers@zenworksyoga.com with subject Development Consultant.



ZENworks Yoga is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law