



Development Consultant (Part-Time) Role Description

About ZENworks Yoga

ZENworks Yoga is a nonprofit organization dedicated to making yoga and mindfulness accessible to children and communities, fostering resilience, compassion, and well-being. Our team is passionate and dedicated, committed to building sustainable programs and deepening community impact.

Position Summary

ZENworks Yoga seeks a **Part-Time Development Consultant** to help strengthen our fundraising and donor engagement efforts. The consultant will work closely with the Executive Director, as well as the staff and Board of Directors to implement a development strategy that aligns with our mission and capacity. This role is ideal for someone who is creative, organized, and enthusiastic about helping a grassroots nonprofit grow sustainably. This work will mainly be done remotely, outside of in-person meetings, events, and functions. The ideal candidate will have a track record of strong relationship management, excellent oral and written communication skills, and a proven track record of meeting and exceeding fundraising goals.

Key Responsibilities

The Development Consultant will:

- Collaborate with the Executive Director to execute a 12-month development strategy with realistic measurable goals and plans for execution.
- Identify, cultivate, and steward relationships with individual donors, corporations, foundations and community partners, supporting diversity and sustainability of donor base.
- Support grant prospecting, proposal writing, and reporting, in collaboration with the Executive Director.
- Design and implement donor communications and materials, campaigns, and fundraising events or online opportunities, in collaboration with the ZENworks Marketing Consultant.
- Engage active participation in development efforts with Board of Directors and staff members, as well as volunteer supporters.
- Track development metrics and provide quarterly progress updates to leadership.
- Create a plan and provide recommendations for maximizing the development budget to strengthen long-term fundraising capacity.
- Support and refine development operations process from donor identification through collection of funds by ensuring accurate maintenance of donor information, revenue records and collection documentation.



Qualifications

- Creative, resourceful, and passionate about expanding access to yoga, mindfulness and community wellness.
- Proven experience in nonprofit fundraising, development, or related consulting.
- Ability to work the flexible hours required of a deadline-driven position.
- Strong initiative and ability to work both independently and collaboratively to achieve goals.
- Strong writing skills and the ability to tailor messaging for different audiences.
- Efficient time management skills: ability to meet deadlines and prioritize multiple projects.
- Knowledge of donor cultivation best-practices and small nonprofit realities.
- Demonstrate a willingness to work as and be a strong and collaborative team member.

Compensation and Time Commitment

- Compensation: Consulting rate of \$800 monthly
- Hours: Flexible, estimated 20 hours per month
- Position will be provided an initial annual Development Budget of \$5,000 to be used strategically for donor engagement, events, or fundraising tools as agreed upon.
- Potential to earn additional bonuses commensurate with performance relative to fundraising goals.

To Apply

Please submit your résumé, a brief statement of interest, and two professional references to Sara Kelly, Executive Director at sara@zenworksyoga.com with subject Development Consultant. Applications will be reviewed on a rolling basis until the position is filled.

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