

Job Opportunity

Donor Services Coordinator

FPMT International Office is the office of FPMT, Inc. and the international headquarters of the FPMT organization. International Office coordinates communication between Lama Zopa Rinpoche and the FPMT Board of Directors, regional and national coordinators, and FPMT centers, projects and services as well as providing support to the entire Foundation. We are looking for a suitable candidate to fill the fulltime position of **Donor Services Coordinator** based in Portland, OR, USA.

KEY RESPONSIBILITIES

The primary role of the Donor Services Coordinator is to coordinate all aspects of donor relations. In this capacity the Donor Services Coordinator coordinates annual and ongoing fundraising campaigns and acknowledges donations by email, letter and other means, with the aim of cultivating long term donor support.

TASKS AND DUTIES

- Coordinate and develop the Friends of FPMT membership program including day to day Friends activity and all tasks and written promotional materials to support quarterly renewal campaigns, annual appeals and any other suitable opportunities to promote this program within the organization.
- Coordinate various fundraising projects and campaigns such as the International Merit Box Project and the Work A Day for Rinpoche campaign, including all written promotional materials and collation of applications and distributions.
- Actively participate in the development and implementation of new fundraising campaigns including the development of written promotional materials.
- Help to coordinate printing and distribution of the FPMT International office annual review.
- Coordinate the gift entry, donor thanking and customer service operations via the Salesforce and Common Ground database systems.
- Help research and present potential additional fundraising strategies.
- Work with the Salesforce Database Administrator in all areas related to management of donors, mass messaging, use of online fundraising forms, data interfaces, data deduplication and cleanup and use of database workflow and reports.
- Conscientiously adhere to production schedules for campaigns and International Office guidelines for external communications.
- Actively participate in the International Office Revenue Generation and Communications Committees.
- Provide regular reports to management.

KNOWLEDGE, SKILLS & ABILITIES

- Evidence of the ability to plan and execute a successful fundraising campaign
- Strong organizational and time management skills.
- Proven ability to adhere to production schedules and deadlines.

- Familiarity with FPMT.
- Excellent communication skills including the ability to write and speak knowledgeably about the FPMT organization.
- Familiarity with donor database applications, primarily Salesforce and Common Ground.
- Familiarity with updating website content through content management system (e.g Joomla) and with using mass email systems, including basic HTML formatting skills (eg. Vertical Response).
- Reliable, self-motivated, enthusiastic and able to work as part of a team.
- Preferably a practicing Buddhist in the Tibetan tradition, with a positive connection with or at least sincere respect for Lama Zopa Rinpoche, as well as the work and values of the FPMT.

COMPENSATION & REWARDS

The pay will be commensurate with the qualifications of the applicant and reflective of the standard pay within FPMT International Office.

APPLICATION

Please email, mail or fax your curriculum vitae (with at least two references) by February 19, 2012 together with a brief paragraph explaining your interest in working for the organization, why you are qualified to do so, and when you would be available to george@fpmt.org.