Development Officer

- **Hours of Work:** 28–35 hours per week
- **Salary:** FTE £27,000–£30,000 depending on skills and experience
- **Contract type:** Fixed-term contract (6 months–1 year)
- **Location:** Jamyang London and Hybrid
- **Closing date for applications:** October 8, 2023

**To Apply**
- Complete this application form by October 8, 2023
- Application deadline: October 8, 2023
- Interviews: mid-October 2023
- Prospective Start Date: October 30, 2023
- For further information: director@jamyang.co.uk

**About The Role**
This is an exciting opportunity to join Jamyang to lead the fundraising efforts of our 50-Year Capital Campaign.

Since Jamyang Buddhist Centre was established in 1978 it has grown to become the largest and most active centre of Tibetan Buddhism in London, offering:
- Internationally-renowned education in Buddhist philosophy and psychology
- A place of worship for the Tibetan community in the UK
- Educational visits and facilities for schools and interfaith groups
- A peaceful café and gathering-place for the local community
- A ground-breaking exchange programme between scientists and contemplatives

All these activities are based in The Old Courthouse. The historic listed building served us well, but now needs to be adapted to serve this and future generations. To celebrate Jamyang’s upcoming 50th birthday, the trustees are launching a capital funding appeal that will:

- Make the building welcoming and accessible to a more diverse range of people
- Achieve environmental and financial sustainability, meeting our net zero goals
- Create two new inner-city green spaces, open to all
- Establish a long-term home for our urban monastic community
- Provide office and learning facilities for our expanding education programme

This new role will be pivotal to our largest fundraising effort in our 50-year history. More specifically, the Development Officer will help to lead our 50-year appeal fundraising efforts:

1. Develop and execute the fundraising strategy for the 50 Year appeal
2. Launch & manage a ‘Circle of 108 donors’ including community-wide events
3. Seek grants to fund the development stage of our architectural plans and develop and foster relationships with major grant awarding bodies such as Lambeth, Community Infrastructure Levy, Mayor of London or Heritage Lottery Fund
4. Identify and open dialogue with potential major Jamyang/ Foundation for the Preservation of the Mahayana Tradition (FPMT) donors
5. Help develop and manage our volunteer fundraising team
6. Develop Legacy Fund initiative with the Executive Director
7. Explore Corporate fundraising/interest free loans via community contacts/events
Development Officer

Skills & Experience

Essential knowledge and experience:

- Demonstrable experience in leadership and project management
- Demonstrable experience of writing in a clear, compelling and articulate way
- A proven track record in development/fundraising and reaching financial goals
- An understanding of trust and foundation fundraising principles, processes and techniques, including how to relate the relevance of projects to the funding priorities of potential supporters
- Relevant experience working on similar projects

Essential skills, ability, and attitude:

- Strong ability to develop and encourage community engagement
- Strong writing skills and an eye for detail including the ability to write structured and persuasive proposals and reports
- Excellent organisational skills, ability to meet deadlines and manage multiple priorities
- Ability to effectively condense and simplify lengthy and complex information
- Excellent interpersonal skills with the ability to communicate at all levels
- Committed to Jamyang’s activities and its role within its various communities

A key element of our recruitment strategy is an aspiration of equality, diversity, and inclusivity; we welcome applications from people who identify as global majority, BPOC (Black or Person of Colour), LGBTQ+ and differently abled. Jamyang Buddhist Centre is proud to be an equal opportunities employer and seeks diversity with respect to race, ethnicity, culture, religion, age, sexual orientation, and physical ability. Jamyang Buddhist Centre London is proud to be a London Living Wage Employer.

About Us

Established in 1978, Jamyang London Buddhist Center provides a place for the study and practice of Tibetan Buddhism in the Mahayana tradition following the lineage of His Holiness the Dalai Lama. We are affiliated with the Foundation for the Preservation of the Mahayana Tradition (FPMT).

Spiritual Guide: His Holiness the XIV Dalai Lama
Founders: Lama Thubten Yeshe and Lama Zopa Rinpoche
Resident Teacher: Geshe Tenzin Namdak

jamyang.co.uk
@jbclondon