**FutureDharma Fundraiser: Job Description October 2017**

**Purpose and scope of the job**

You will help raise £250,000 per year for FutureDharma Fund projects around the world. We’d like to increase this income over the next 3 years so that more Dharma work is possible, including new buildings at Adhisthana. You’ll do this by forming and developing good relationships with people around the Triratna world, and communicating persuasively about projects they care about.

**Team Context**

You’ll work most closely with Amalavajra as Fundraising Director, at Adhisthana, as well as with other team members: Liz Bassett as Supporter Care and Communications Manager, Viryanaga as Programme Manager, and Nandavajra as Director. We are also all part of the European Development Team.

**Responsibilities**

You will learn from and help Amalavajra and Liz in the following areas:

*Fundraising activities:*

* Making appeals at Triratna events
* Writing to supporters and prospects by email and letter
* Developing relationships with major donors, mainly face to face
* Coordinating ‘FutureDharma Champions’ who fundraise in centres
* By telephone, e.g. reactivation and upgrades

*Communications*

Creating and distributing inspiring content such as newsletters, films, social media posts

*Supporter Care*

Handling supporter enquiries and helping Liz to manage the database

**Skills and Characteristics**

*Essential*

* Entrepreneurial in the sense of being bold, confident and motivated by financial targets
* A good communicator, whether face to face, on the telephone or in writing
* A Mitra training for ordination or an Order Member
* Inspired by and committed to Bhante’s vision of sangha and Dharma practice
* Willing to live at or near Adhisthana
* Willing to travel (including overseas) and occasionally work unsocial hours

*Ideal*

* Successful track record in fundraising (preferably including a Karuna appeal) or sales
* Well ‘networked’ in Triratna

**Timing**

* Closing date for applications 13th November 2017
* Interviews week commencing 4th December
* Begin work end February/March 2018
* There will be a trial period of six months.