



MOUNT MADONNA

445 Summit Road, Watsonville, CA 95076 · (408) 847-0406 · Mountmadonna.org

PHILANTHROPY COORDINATOR

Experience creative self-expression and rich connections in an environment where heart and meaning are a part of everyday life! Mount Madonna Center is offering a unique opportunity for an inspired and motivated individual interested in serving within a renowned retreat center and multigenerational intentional yoga community situated on 380 acres of beautiful redwoods, rolling meadows, and scenic vistas overlooking the Monterey Bay.

Mount Madonna is a center for learning that offers practices for living for the sincere seekers, thought leaders, retreat goers, teachers and students who desire an experience at the source. Since 1978, we have been honored to host both luminaries and practitioners in spiritual and religious traditions, artistic endeavors, social justice, and conscious business, among many others. Our residential community of practice and related activities have been inspired by the yoga teachings and example of master yogi Baba Hari Dass.

Mount Madonna is committed to diversity, equity, inclusion, and belonging and strives to create a culture that empowers and supports individuals to bring their full and authentic self to the workplace.

We look forward to hearing from you!

POSITION: Philanthropy Coordinator

POSITION TYPE: 28 hours per week

LOCATION: Mount Madonna Center, 445 Summit Road, Watsonville, CA 95076

RATE OF PAY: \$19.00 to \$24.00 per hour, depending on experience

REPORTS TO: Philanthropy Director

WORK ARRANGEMENT: Commuter or Commuter/Remote Hybrid

POSITION SUMMARY: The Philanthropy Coordinator plays a vital role in supporting Mount Madonna Center's newly launched fundraising program. Working closely with the Philanthropy Director, this role helps build the systems, relationships, and processes needed to grow a sustainable philanthropic revenue stream for Mount Madonna's ecosystem of transformation.

This is an exciting opportunity to be part of building something new from the ground up at one of California's most beloved spiritual communities. The right candidate will bring organizational rigor and warm relationship skills, along with a genuine affinity for Mount Madonna's mission and values.

CORE RESPONSIBILITIES:

Donor Database & Gift Processing

- Serve as primary general administrative support to the Philanthropy Director
- Create, maintain, and regularly update donor records in our donor database, ensuring accuracy and completeness
- Process and log all incoming donations (cash, check, online, and recurring) on a weekly basis
- Send timely, personalized acknowledgement letters and tax receipts to all donors via email and physical mail
- Manage import of donations received through Retreat Guru, Benevity, and other workplace giving platforms into the donor database
- Generate periodic donor reports for the Philanthropy Director and organizational leadership

Donor Relations & Stewardship

- Support stewardship of the donor pipeline by tracking donor touchpoints, engagement history, and giving patterns
- Identify and flag significant donors for personalized outreach and recognition by the Philanthropy Director and Executive Director

- Assist in preparing donor communications including campaign appeals, newsletters, and thank-you correspondence
- Support the coordination and logistics of donor cultivation events, site visits, and community gatherings
- Collaborate with Mount Madonna's marketing and communications department to align donor outreach with organizational storytelling

Campaign & Program Support

- Provide administrative and logistical support for fundraising campaigns
- Help maintain the gift range chart, prospect lists, and major donor tracking tools used by the Philanthropy Director
- Assist with research of prospective donors and grant opportunities as needed
- Other duties as assigned

QUALIFICATIONS & SKILLS:

- 1-3 years of experience in fundraising, donor relations, nonprofit administration, or a related field (volunteer experience considered)
 - Proven experience with CRM or donation management software; experience with Salesforce, Hubspot or similar platforms is essential
 - Proficiency in Google Workspace; ease in learning new software applications
 - Excellent attention to detail and organizational skills; capable of managing multiple concurrent tasks and deadlines
 - Strong written and verbal communication skills; able to write warm, authentic correspondence that reflects Mount Madonna's voice
 - Self-directed, cooperative, and flexible; comfortable working in a values-driven, community-oriented environment
 - Multi-cultural awareness and/or training in and commitment to diversity, equity, and inclusion
 - A genuine affinity for Mount Madonna's mission, spiritual community, and the significance of the work of the Hanuman Fellowship
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BENEFITS:

- Two weeks of accrued paid vacation per year, rolls over for a maximum accrual of three weeks
- Forty hours of paid sick time per year
- Employee Sponsored Retirement Savings Plan after 3 months of employment
- Employees who commute receive one meal per day while working onsite, and reduced overnight accommodations when work-related
- Reduced rates on wellness treatments
- Access to:
 - Meditation, *asana* (postures), and Yoga philosophy classes
 - Walking/hiking trails with broad vistas, redwood forests, ponds, and wildlife
 - Seasonal retreats and programs
 - Community events
 - Cafe and bookstore
 - Community garden and chickens
 - Hot tub

APPLICATION: Send your resume and cover letter to work@mountmadonna.org.

The Hanuman Fellowship dba Mount Madonna Center maintains a policy of providing equal opportunity in all aspects of employment. It is the policy of Hanuman Fellowship to ensure:

a) Equal employment opportunity for all persons regardless of race, color, religion, age, disability, national origin, creed, gender, gender identity, sexual orientation or any other non-merit factor.

b) Equal treatment, including but not limited to recruitment, hiring, promotion, discipline, compensation, assignment, benefits, training, furloughs and rehiring.