



Senior Development Consultant

Status: Independent Contractor

Dated: June 2025

Overview

Middle Way School offers an innovative education model that integrates Buddhist wisdom and compassion with contemporary pedagogical approaches. As part of the broader vision of Khyentse Foundation's educational initiatives, MWS serves as a model for contemplative education that nurtures both academic excellence and inner development.

MWS is seeking a consultant who will partner with the school's Board of Trustees, Head of School, and Development Manager to create and oversee an annual comprehensive strategic development framework and plan. This consultant will provide expert guidance to enhance the school's fundraising initiatives and goals, with a particular focus on developing relationships with donors and grantors including high net individuals and foundations as well as strengthening the MWS Annual Fund, with the ultimate goal of creating and building a \$10-\$20 million endowment fund for Middle Way School in the coming years (ideally by 2030). The SDC will guide the Development Manager in the execution of the fundraising strategy.

The ideal consultant will be deeply inspired by Middle Way School's mission to provide education founded on Buddhist wisdom and compassion. They should demonstrate an understanding of and appreciation for Khyentse Foundation's global educational initiatives. This consultant should bring both technical fundraising expertise and a genuine connection to contemplative educational approaches.

Qualified candidates who feel aligned with our mission and bring the necessary expertise are encouraged to apply.

Responsibilities

- Develop an annual comprehensive strategic development framework and plan that aligns with Middle Way School's mission, vision, and long-term goals, and optimizes approaches for each fiscal and academic year
- Mentor and advise the MWS Development Manager in her/his/their role and build internal fundraising capacity.
- Guide the Development Manager in the execution of the fundraising strategy.
- Identify and help cultivate relationships with potential major donors, grantors and foundations
- Lead monthly advisory meetings with school leadership and board members to evaluate fundraising progress, provide strategic advice, and offer solutions to challenges
- Develop fundraising strategy for MWS endowment fund
- Advise on MWS Annual Report and fundraising communications

Senior Development Consultant



- Provide guidance on grant writing, stewardship, donor database and best practices
- Offer insights on enhancing community engagement and donor retention
- Help establish measurable fundraising goals and assessment metrics

Qualifications

- Proven track record (7+ years) in nonprofit development and fundraising
- Specific experience in educational institutions and nonprofits preferred, particularly private schools
- Demonstrated success in creating and executing comprehensive development plans
- Experience with annual fund campaigns and major donor cultivation
- Connections within Buddhist philanthropic networks globally is ideally preferred
- Understanding of both Western and Asian philanthropic landscapes is a plus
- Excellent communication and relationship-building skills
- Strategic thinking with the ability to translate vision into actionable plans
- Experience creating 'donor events,' i.e. auctions/special occasions/annual celebrations that seats/attracts/cultivates high net worth individuals.
- Ideally has existing connections with family offices, grantors, especially in the education space
- Demonstrated ability to utilize social media and AI to generate leads/capital and to support overall fundraising goals

Terms

- This is an independent contractor position
- Minimum one-year commitment, starting immediately
- Monthly in-person or virtual meetings with school leadership and board
- Regular availability for additional consultation via phone/email
- Flexible schedule with increased engagement during key fundraising periods
- Approximately 10 hours per month
- Flexible payment structure and schedule

How to Apply

Please send a cover letter and resume to Amanda Graham, Senior Director of Operations, at amanda@middlewayschool.org

We hire and enroll without discriminating against any identifying factor which may include race, age, national or ethnic origin, religion, sex, sexual orientation, gender identity, or socioeconomic background. We will make accessibility accommodations for individuals with disabilities to the fullest extent possible. As an institution and as individuals we recognize that we have the responsibility to actively change the power differences that perpetuate biases against historically underrepresented groups. Our inclusion efforts are a dynamic process. We welcome your experience and invite your input on how our school community can continue to evolve.