Thich Nhat Hanh Foundation
Gift Processing Contractors – US and France
Request for Qualifications & Proposal

“Teaching is not done by talking alone. It is done by how you live your life. My life is my teaching. My life is my message.” — Thich Nhat Hanh, At Home in the World

Do you want to work in an organization that transforms lives and makes a difference in the world? Do you want to use your practice of mindfulness to create a more compassionate, peaceful, and mindful society?

ORGANIZATIONAL BACKGROUND
The Thich Nhat Hanh Foundation (the “Foundation”) is the fundraising arm and a communications hub of the international Plum Village Community. The Foundation was established in 2011 by Thich Nhat Hanh, Sister Chan Khong, and other senior monastics to raise funds for the continuation of Thich Nhat Hanh’s teachings. Headquartered in the US, the Foundation is led by an Executive Director, has four additional staff, and a volunteer working board of monastic and lay practitioners. The Foundation raises approximately $5 million annually and has a monthly donor program, annual, major, and legacy donors. It is also responsible for communications and Dharma sharing to the community. For more information, please visit tnhf.org.

CULTURE
The Thich Nhat Hanh Foundation family is a diverse team, deeply engaged in the Thich Nhat Hanh tradition and practice of mindfulness and compassion in our own lives, knowing this action will help improve the lives of others and our society. “Peace in oneself, peace in the world,” is a teaching from Thich Nhat Hanh we try to diligently practice. The Plum Village community is committed to practicing Engaged Buddhism and celebrates diversity. The Thich Nhat Hanh foundation was founded on the principles of diversity, equity, and inclusion. We are fortunate to be guided by monks and nuns on our volunteer working board as well as long-time mindfulness practitioners, making for a supportive, collaborative, inclusive, and mindful atmosphere.

OVERVIEW
The Contractor will work within an international team and will be responsible for fundraising support activities such as gift processing and acknowledgement, database maintenance, donor customer service, support for direct mail/online giving campaigns, and assistance at practice center retreats. The work of the Gift Processing Contractor(s) will be managed by the Thich Nhat Hanh Foundation’s Annual Giving Manager.

KEY RESPONSIBILITIES
Gift Processing, Fundraising Appeals, and Donor Stewardship
• Process all types of donations and ensure accurate, consistent recording and acknowledgement of gifts within a set timeline and standards
• Respond to donor questions and issues via phone and email; practice mindful communication and deep listening in response to phone calls and emails to the Foundation offices
• Generate reports, mailing lists, and queries to support fundraising campaigns, financial management, and other projects
• Maintain hardcopy records of all donations as applicable
• Periodically support fundraising activities at practice center retreats
• Generate and send end of year tax letters
• Liaise with monastics on gift details

Database Maintenance
• Maintain data entry standards and perform cleanup on an on-going basis
• Maintain consistency of donor information and accuracy of database information
• Assist with database cleanup projects as needed

MINIMUM QUALIFICATIONS AND SKILLS
• An active practitioner in the Thich Nhat Hanh Plum Village tradition, including being either a member of the Order of Interbeing, or a recipient of the Five Mindfulness Trainings.
• Minimum two years nonprofit fundraising experience or for-profit database experience
• Advanced experience with database software such as DonorPerfect, Salesforce, or other fundraising or sales customer relationship management (CRM) applications
• Fully proficient with Microsoft Office, G/Google Suite, and comfortable learning new applications
• Rigorous attention to detail
• Comfortable and proficient in analyzing data and creating reports
• Good written and verbal communication skills
• Ability to meet deadlines; strong task and time management skills
• Must demonstrate the ability to be culturally competent in all respects; able to work in multi-lingual, international environment

Language Skills
• For the US: Preference for native Vietnamese speaker or very good knowledge of both written and spoken Vietnamese. Fluency in English is required.
• For Europe: Native French speaker or fluent in French, as well as good written and verbal knowledge of English. Knowledge of Vietnamese is a plus.

LOCATIONS:
The positions are remote, but there is a strong preference for being within commuting distance from the Foundation’s office at Deer Park Monastery in Escondido California (US contract) or Plum Village Monastery in France (European contract).

WORKING CONDITIONS
- Flexibility in availability required: 1) Must be available to work with colleagues in France and US West Coast, and 2) may need to call donors in evenings or weekends
- Able to occasionally work evenings or weekends at mindfulness retreats

COMPENSATION AND HOURS
- Contractors will be paid on an hourly basis, up to 20 hours a week. As this is a position for an independent contractor, benefits are not available.
- Candidates should have their own computers and means of transportation

APPLICATION PROCESS
Please send the following materials electronically to Bobbi Perez at work@tnhf.org by July 8, 2021
- Cover letter explaining your interest in this position and our organization, and how your experiences and skills, both professionally and spiritually, match this position.
- Indicate whether you are interested in the US or European position.
- Résumé/CV
- Contact and relationship information for three references

Additional details and information about the Thich Nhat Hanh Foundation can be found on our website: www.tnhf.org