



## **Manager of Development & Community Engagement**

**Location: Hybrid—Remote and Easton, PA (131 N. 3rd Street)**

**Status: Part-Time (12–15 hrs/week), Non-Exempt Compensation: \$25.00 – \$28.00 per hour**

### **About Shanthi Project**

Shanthi Project is a nonprofit organization providing evidence-based mindfulness education services to more than 5,000 children and adults annually across the Greater Lehigh Valley. For more than a decade, we have been working within schools and in the community to share mindfulness practices that support mental health and well-being. We teach others how to manage stress, increase focus, make healthier decisions, create meaningful friendships, and so much more—all through the simple practice of mindfulness.

We are seeking a relationship-builder who can translate our mission into sustainable growth and vibrant community partnerships.

### **The Role**

Reporting to the Executive Director, you will be a visible "face" for Shanthi Project in the community. You will balance two critical pillars: securing the financial resources needed to fuel our mission and cultivating the local partnerships that allow our programs to thrive.

### **Key Responsibilities**

- **Fundraising & Stewardship:**
  - Lead the planning and execution of annual fundraising events in partnership with the staff and fundraising committee.
  - Craft persuasive sponsorship proposals and identify new funding streams.
  - Manage the Veres Society membership program and lead donor appreciation efforts.
- **Community Partnership & Growth:**
  - Act as the primary ambassador at networking events to grow our supporter database.
  - Develop "earned-income" opportunities by connecting our mindfulness programs with corporate and educational partners.
  - Lead the **Business Buzz** partnership program, serving as the lead point of contact for our Easton community hub.

## Manager of Development & Community Engagement (Continued)

- **Programming & Marketing:**
  - Coordinate logistics for community-based programming at our Easton location.
  - Collaborate with our Marketing Consultant to ensure events and campaigns are well-promoted.

### Qualifications

- **Experience:** Minimum 4 years in the nonprofit sector, with a proven track record in event planning or fundraising.
- **Education:** Bachelor's Degree in a relevant field.
- **Soft Skills:** Exceptional public speaker and "comfortable networker" who can engage with diverse stakeholders.
- **Technical:** Proficiency in Google Workspace and experience with donor databases.
- **Physical:** Ability to attend events and occasionally lift up to 50 lbs.

Interested candidates should submit a cover letter and resume to [info@shanthiproject.org](mailto:info@shanthiproject.org).