



CONGRÉGATION BOUDDHIQUE ZEN VILLAGE DES PRUNIER

13 LIEU DIT MARTINEAU, 33580 DIEULIVOL, FRANCE
ASSOCIATION DÉCLARÉE - SIREN No. 753112333

Capital Campaign Officer

- **Organization:** Plum Village Zen Buddhist Congrégation (Congrégation Bouddhique Zen, Village des Pruniers)
- **Location:** Plum Village, near Thénac, Dordogne in South-West France for minimum of 7 months of the year
- **Contract:** Full time, fixed-term (CDD) for 12 months, with possible extension to 18 months total
- **Remuneration:** up to €65,000 gross annual salary (approximately US\$73,000), plus benefits that include five weeks of paid leave (see How To Apply for details)
- **Application Deadline:** November 12, 2026 (with a rolling review of applications)
- **Anticipated Start-date:** mid-March 2027

Job Summary

Plum Village is seeking a **Capital Campaign Officer** to support the planning and project management of its international capital campaign, with an immediate focus on Phase 1. In this phase, the Capital Campaign Officer - as part of a team of people focused on closing the campaign gap - aims to raise the remaining €16.4 million in philanthropic gifts by 2029, in support of Plum Village's construction and facility works, currently in the active permit and scheduling phase.

This role combines strategic coordination, relationship-based fundraising, and collaborative work within a monastic environment dedicated to mindfulness, compassion, and understanding.

The Officer will coordinate with an international team of staff, contractors, and volunteers, and will work closely with monastics at Plum Village in France. In addition to overseeing campaign execution, they will maintain a portfolio of major donor prospects, supervise 1-2 onsite support staff, and work in close coordination with major gift professionals supporting the realization of the campaign's goals.

The Capital Campaign Officer reports to two representatives of the Monastic Board, and coordinates with team members at the Thich Nhat Hanh Foundation, ensuring strong alignment between the campaign and broader development efforts.

This is a key role during an active phase of the campaign, requiring both structure and adaptability, as well as the ability to work skillfully within a values-guided community.

About Plum Village

The Plum Village Zen Buddhist Congregation is the monastic organization founded by Zen Master Thich Nhat Hanh. Located in south-west France, Plum Village is an international center for mindfulness practice, welcoming 70,000 visitor-days each year for retreats and mindfulness days. It is a diverse and multicultural community, with residents and leadership primarily from Vietnam, Northern Europe, North America, and France.



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A Time of Transition and Renewal

Plum Village is currently in an active and evolving phase of a multi-year capital campaign to support the continued growth and sustainability of the monastic community in France. With strong foundations for the campaign in place, we have the momentum to take integrated, coordinated, and strategic next steps.

We are seeking a Capital Campaign Officer who is inspired by the opportunity to be a dynamic member of the team who guides this effort — bringing clarity, structure, and momentum to the campaign, while supporting the collective aspiration of the community. This role will help strengthen systems for campaign planning, donor engagement, and cross-team collaboration during this important period of development.

The Capital Campaign Officer will collaborate to refine and implement campaign strategies and processes with professionalism, integrity, and care, working in harmony with the values and daily life of the monastery.

Key Objectives

- **Campaign Strategy and Planning:** Play a critical role in supporting the development and implementation of the next phase of the capital campaign, ensuring clear goals, timelines, and alignment with Plum Village's broader priorities and applicable regulations in France.
- **Major Donor Engagement:** Cultivate, solicit, and steward meaningful relationships with major donors, supporting a culture of generosity grounded in trust and shared aspiration.
- **Project Coordination:** Oversee on-the-ground campaign execution in Plum Village France by coordinating teams, managing workflows, and ensuring accountability across staff, volunteers, and collaborators.
- **Cross-Team Collaboration:** Foster strong alignment between the capital campaign and other fundraising and operational efforts, ensuring integrated and harmonious progress.
- **Community Engagement and Communication:** Share the vision of the campaign through clear, compassionate communication, inspiring participation across a diverse international community.
- **Stewardship and Tracking:** Ensure tracking of gifts, pledges, and in-kind contributions, supporting transparency and thoughtful follow-up in partnership with Finance and Development teams.

Main Responsibilities

1. **Campaign Planning, Strategy and Project Management:** The role includes supporting the development and implementation of an operating plan for the next phase of the campaign, ensuring that goals, timelines, and key metrics are clearly defined and met. This individual will monitor progress, recommend adjustments as needed, and coordinate internal campaign meetings to support alignment and momentum, as well as coordinate with the global Communications team and the Finance teams at both Plum Village France and the Thich Nhat Hanh Foundation. They will also serve as the central on-the-ground contact for campaign activities, while establishing systems to track in-kind contributions and ensuring alignment with Plum Village's broader priorities.



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2. **Grassroots Fundraising and Community Campaign:** The role oversees and shapes the grassroots fundraising strategy, including regular and one-off donors, retreat-based asks, direct campaign communications, physical campaign materials, and the coherence of community-facing fundraising. The Officer will maintain visibility and foster engagement during retreats, particularly during Plum Village's peak summer season when the community hosts 1,000 retreatants each week. The Officer may supervise a small team or contractors to execute these activities directly, ensuring a consistent and inspiring campaign presence across all touchpoints.
3. **Major Gifts:** The role involves working collaboratively to identify, cultivate, solicit, and steward major individual donors in support of the campaign. The Officer will work in close coordination with the Director of Donor Engagement to guide meaningful donor engagement and coordinate visits, including site tours for key supporters. They will also track donor pledges and collaborate with Finance and Development teams to ensure timely follow-up and fulfillment.
4. **Campaign Supervision & Coordination:** The role includes supervising 1-2 campaign staff and contractors while coordinating campaign-related work across the broader fundraising team. The individual will establish clear workflows, roles, and accountability to support effective collaboration and progress. They will ensure strong alignment between the capital campaign and other fundraising efforts, including unrestricted giving and additional funding streams. They will also support cross-team learning by documenting best practices and key insights throughout the campaign.
5. **Community Engagement & Public Speaking:** The role includes delivering clear, compassionate presentations that communicate the community's vision and needs to diverse audiences. The individual will serve as a dedicated steward of the campaign, actively engaging the community and cultivating meaningful relationships. They will also help connect individuals thoughtfully in support of advancing the shared vision of the campaign.

Skills and Qualifications Required

The ideal candidate is knowledgeable, experienced and supportive of Thich Nhat Hanh's Plum Village tradition, Buddhism, or mindfulness. They will be able to communicate with audiences in a way that is consistent and authentic with Thich Nhat Hanh's teachings and ethical principles (i.e. with authenticity, empathetic listening, and mindful speech). Prior experience on retreat and/or in a sangha setting is strongly preferred.

Qualifications and Experience:

- 3-7 years of fundraising experience, with supervisory experience preferred. Capital campaign experience preferred, but not necessary
- Experience working with US-based donors and knowledge of US tax exemption requirements preferred
- Sound knowledge of fundraising principles and practices as well as applicable legislation; an international understanding is a distinct advantage
- Demonstrated previous success in securing significant gifts from individuals



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- Strong project management skills; ability to design, implement, and direct multiple projects concurrently, setting deadlines, and ensuring accountability
- Higher degree in a related field or related work experience
- Able to think strategically and anticipate and creatively solve problems
- Excellent written and verbal communication skills
- Fully proficient with Microsoft Office, G/Google Suite, and comfortable regularly learning new applications
- Must demonstrate the ability to be culturally competent in all respects; able to work in a multi-lingual, international environment
- Fluency in English and an excellent working knowledge of French is required; fluency in French is a plus

Personal Qualities:

- Ability to work skillfully and harmoniously with the monastic community as well as a diverse range of people, including lay practitioners, donors, and partners from various backgrounds and cultures
- Enthusiasm for an operational role in a contemplative (rather than corporate) setting

How to Apply

- **On-site presence:** Based near Plum Village South-West France, with a minimum of approximately 7 months per year on-site; significant travel for donor engagement expected.
- **Right to work in France:** Strongly preferred
- **Send your application to:** hiring@plumvillage.org by **November 12, 2026** with "Capital Campaign Officer" in the title. Applications will be reviewed on a rolling basis before the deadline.
- **Please include in your application:** your CV and a motivation letter (in English) explaining your relevant experience and why you feel drawn to this role.
- **A note on remuneration for candidates outside France:** French salaries are quoted gross (*brut*), before social contributions of roughly 22–25% are deducted. Income tax is withheld separately. These contributions fund national health insurance, pension, and unemployment coverage.