



Parallax Press is hiring a contract position Crowdfunding Project Manager

Plum Village Cookbook Campaign

Parallax Press, in collaboration with the Plum Village Community of Engaged Buddhism, is seeking a contractor to support the planning, build, and coordination of a crowdfunding campaign for the upcoming **Plum Village Cookbook**. This project is rooted in mindfulness, community, and care, and is intended to be both a beautiful resource and a meaningful collective offering.

This is a **project-based contract role** for someone experienced in crowdfunding, specifically with Kickstarter or Fundraise Up, community-centered storytelling, and campaign coordination, with a genuine respect for meditation and mindfulness traditions.

About the Project

The Plum Village Cookbook brings together monastic wisdom, everyday cooking, and mindful living. The crowdfunding campaign will support production costs such as printing, binding, and distribution, while inviting the wider sangha and mindfulness community to participate in bringing the book into the world.

Scope of Work

The contractor will work closely with Parallax Press staff and Plum Village partners to shape and execute the campaign. Responsibilities include:

- Helping define campaign structure, timeline, and fundraising strategy
- Building and managing the crowdfunding infrastructure on Kickstarter or Fundraise Up
- Coordinating reward tiers, quantities, fulfillment planning, and logistics
- Supporting community outreach and engagement planning
- Aligning messaging and storytelling across campaign materials
- Coordinating across internal teams and external collaborators
- Supporting campaign launch and active fundraising period
- Assisting with wrap-up, reporting, and handoff

This role focuses on **strategy, coordination, design, and asset production**.

Contract Duration & Time Commitment

- **3 month duration** beginning mid-late March
- **Hours will fluctuate** by phase, with higher intensity during campaign build and launch and lighter involvement during planning and wrap-up
- **120–160 hours** total estimated effort across the project

Compensation & Payment Structure

- **\$6,000 total compensation**
- This is a **project-based contract** and you will submit invoices for payment

Proposed milestone structure (to be finalized collaboratively):

Milestone 1: Discovery & Campaign Planning (Start mid-March)

Estimated 25–35 hours

Milestone 2: Campaign Build & Pre-Launch (April)

Estimated 50–60 hours

Milestone 3: Campaign Launch & Active Management (May)

Estimated 30–40 hours

Milestone 4: Wrap-Up & Handoff (End mid-June)

Estimated 15–25 hours

Ideal Background

- Experience managing or supporting crowdfunding campaigns
- Strong project management and organizational skills
- Experience working with mission-driven or community-based organizations
- Ability to collaborate across multiple stakeholders and timelines
- Clear, thoughtful communicator with attention to detail
- Familiarity with mindfulness practice or the teachings of Thích Nhất Hạnh is a strong plus

How to Express Interest

If this opportunity feels aligned, please share a cover letter and resume describing your relevant experience and interest in the project. Examples of past crowdfunding or community-based work are encouraged. Please also share your estimated hours expected to complete the project and your pay range, so we can ensure that your workflow aligns with our timeline and budget. All materials should be emailed to Katie Sheehan at jobs@parallax.org.