

BUDDHA HOUSE FPMT DIRECTOR JOB DESCRIPTION JANUARY 2026

Buddha House FPMT is seeking applications from interested individuals to fill its Centre Director position, which is a full-time, based-in-Adelaide, Australia position with an anticipated start-up date around April 2026.

Applications will be received until the end of March 2026, and those interested should send a cover letter outlining qualifications, motivation, and specific aspects concerning interest in this work.

Position Overview / Job Summary

Buddha House FPMT is the legal entity that includes Buddha House FPMT and its projects. The director is a full-time (25 -30-hour/week) position that reports to and is overseen by the Centre's Board of Directors.

Buddha House is a flourishing city centre that is in an exciting time of growth and building development. The centre is well established, financially sound, and has a harmonious community of dedicated volunteers. The director should be a confident, hands-on person who is an excellent team player, capable of motivating, supporting, and leading staff and volunteers in consolidating the Centre's growth to date and developing a strong strategy for future growth and sustainability. The Director sets the tone for mindfulness and harmony in Centre operations. The initial appointment is for one to two years and is renewable.

1. **DESIGNATION:** Center Director, Buddha House FPMT, Adelaide, Australia
2. **LINE OF REPORTING:** Reports directly to the Board of Directors
3. **DATE OF APPOINTMENT:** April 2026
4. **DURATION OF APPOINTMENT:** Minimum 2 years with a probation period of 6 months which is renewable subject to your acceptance to continue, and the willingness of the Board of Directors to extend your employment in this position.
5. **LIVING STIPEND / ALLOWANCES / MEDICAL BENEFITS:** The role of director has traditionally been voluntary; however, a small stipend may be negotiated. Other

allowances and benefits will be in line with existing policy as decided and approved by the Board of Buddha House FPMT.

6. **OFFICE WORKING HOURS:** The Buddha House office hours are 9.30am -12.30pm Monday – Friday. The centre is staffed with volunteers, and the director is not required to be in the office during these times. Administration can be done from a home office via a Cloud-based file sharing system or in the office where a desk is provided for this position. After hours attendance for special events and on the weekends may be required.

7. **ANNUAL LEAVE:** As per Australian labour laws.

Key Tasks and Responsibilities:

- Develop and direct the Center and its projects towards fulfilment of the FPMT mission while maintaining the greatest possible harmony within the Center.
- Understand, promote and maintain FPMT policies and guidelines, legal and ethical compliances, together with members of the Management Committee.
- Develop and implement the strategic goals and priorities of the Centre decided with the Board of Buddha House FPMT.
- Contribute towards and guide all areas of the Centre's activities to include personnel, management, finance, spiritual programs, charitable projects and activities, publishing, maintenance of facilities, program development and partnerships while also providing vision and leadership.
- Undertake fundraising activities at both local and international levels and oversee the fulfilment of donor reporting obligations.
- Provide guidance and support the overall development process of maintaining the Centre's buildings, property, infrastructure (water, sanitation, heating and electricity), and other operations.
- Maintain secure and confidential safe-keeping of all legal documents and records relating to the Center, projects or services.

- Support and provide advice to the Resident Spiritual Teacher on dharma-related programs of the Center and also work closely with the Spiritual Program Coordinator in line with FPMT programs and policy.
- Work with the Board to address any legal situations related to Center, project or services.
- Oversee management of Buddha House FPMT finances through engagement with the treasurer, including responsibility for cash / financial transactions, bank accounts or investments and transference of funds within the power determined by the Board in alignment with the approved budget and plan.
- Monitor and review implementation of all necessary financial / accounting procedures, including all regulations that must be in place and complied with based on Australian law and FPMT international financial practices.
- Undertake quarterly budget review meetings to ensure that budgets are being used as planned and that joint decisions made by the team on the use of additional funds or newly acquired donations are followed.
- As requested, prepare program updates and financial reports for sharing with the Board during annual meetings and submit an annual end-of-year Director's Report for the Board's review.
- Promote consistent use and awareness by the team on International Rules and Regulations (IRRS) and take corrective actions with staff (through verbal and written warnings) when required.
- Support the development of and capacity building for staff and volunteers (along with increased awareness and understanding of overall policies such as the FPMT Mission, Code of Ethics, Protection from Abuse Policy) and more.

Required Skills and Experience:

- Sincere respect and devotion for FPMT's Spiritual founder, Kyabje Lama Zopa Rinpoche, and preferably a familiarity and commitment to the work and values of the FPMT organization.
- Enthusiasm for Dharma practice and preferably previous service in FPMT Centers and / or projects.
- A good working knowledge of Tibetan Buddhism.
- A proven, enthusiastic, and dedicated team player.
- Proven inclusive leadership and compassionate management skills.
- Demonstrated ability to prioritize and manage time effectively.
- Strong communication skills and the ability to communicate with or work with a national team.
- Patience, compassion and a sense of humor.
- Ability to work flexible hours, especially during events and special activities.
- Computer literacy and a working knowledge of basic computer skills.
- Proven financial management skills include preparing and managing budgets.

Desired Key Skills and Experience:

- Building maintenance and community project development skills
- Grant writing experience
- Office and logistics management experience
- Marketing experience: electronic and via other means

- Good writing and public speaking skills

To Apply:

Applications will be taken up until the end of March 2026, and interested persons should send a cover letter outlining qualifications, motivation and specific aspects concerning interest in this work.

Application materials should be submitted to Lyndy Abram (Current Director and Board Member of FPMT – Buddha House) at the email address: director@buddhahouse.org

Short-listed candidates will be contacted for an interview with the FPMT – Buddha House board and provided with a more detailed Job Description and information on contract entitlements.