



CHENREZIG INSTITUTE

A Centre for Buddhist Study, Meditation & Retreat

Position Description: **Centre Director**

Employment Status Fixed Term Contract (2 years) Part time (30 hours per week)	Location Flexible (by negotiation) Onsite and Work from home	Remuneration Negotiable
Accountable & reports to Executive Committee (Board)	Direct Reports Management Team Members	Approved
Summary Description The Centre Director is responsible to direct and develop the worldly affairs of the centre, towards the fulfillment of the objectives of the FPMT and Chenrezig Institute (CI), in accordance with our values and policies, while maintaining harmony and financial stability, under the guidance of the centre's Executive Committee (EC).		
Capabilities and Experience <u>Essential</u> <ul style="list-style-type: none"> • Emotional intelligence, kindness, confident humility, and determination. • Devotion and/or respect for Lama Zopa Rinpoche and Lama Thubten Yeshe, and alignment with the FPMT and CI Vision, Mission and Values. • Experience working collaboratively, building and maintaining trust at all levels with internal and external stakeholders. • Demonstrated experience in a senior leadership role effectively managing physical, human, and financial resources. • Proven ability to lead, motivate and empower employees and volunteers towards the achievement of organisational goals. • Strong decision making and strategic thinking skills demonstrated through an ability to resolve critical issues in a complex, resource restrained, and ambiguous environment. • Working knowledge of Australian law and compliance obligations as they relate to not-for-profit organisations, contracts, grants and workplace health and safety. • Demonstrated experience in fundraising and project management. • Excellent English verbal and written communication skills • Computer literate with an understanding of social media management. • National Police Clearance. <u>Desirable</u> <ul style="list-style-type: none"> • Verifiable experience working or volunteering in a dharma centre and a reasonable knowledge of Tibetan Buddhist principles, philosophy and practice. • Formal qualification in a relevant discipline. • Familiarity with the internal workings of Chenrezig Institute and its Spiritual Program. • Experience with communications, marketing, advertising, promotion and public relations. 		



Responsibilities of the Director

The director is responsible to guide, develop, and direct the worldly affairs of the centre, towards the fulfillment of the objectives of the FPMT organisation and Chenrezig Institute (CI), while maintaining harmony and financial stability, under the guidance of the centre's Executive Committee. He or she has responsibility for directing the spiritual affairs of the centre with the assistance of the spiritual program coordinator (SPC) under the primary guidance of the Spiritual Director.

Directors must keep in a safe place legal documents relating to the centre.

It is helpful if the director remains aware that their appointment is impermanent and tries to encourage and train suitable students as possible future directors and spiritual program coordinators.

Responsibilities to the FPMT Spiritual Director

When a Spiritual Director is in place, the director is responsible for:

- obtaining the Spiritual Director's approval before beginning any major development projects.
- requesting the Spiritual Director's advice to appoint a resident teacher/s.
- inviting the Spiritual Director to visit and teach each year (all the above communications should be done through the national or regional coordinator or the Centre Services Department at International Office).
- archiving any advice from the Spiritual Director, working to fulfill that advice, and keeping the FPMT Centre Services director up to date when advice is fulfilled.
- keeping the Spiritual Director informed as to the health of the centre, project or service and its Dharma program on a regular basis, via the national or regional coordinator and the Centre Services director at International Office.
- familiarizing students with the fact that the centre is part of a Foundation headed by the Spiritual Director.

Responsibility to the FPMT Organisation

In terms of the entire organisation, the director is responsible for:

- carrying out Lama Yeshe and Lama Zopa Rinpoche's vision by implementing FPMT's Five Pillars of Service:
 1. Dharma
 2. Universal Education for Compassion and Wisdom
 3. Social/Community Service
 4. Interfaith
 5. Revenue generating activities (compatible business opportunities)
- promoting awareness of the FPMT organization within the centre or project's community.
- providing accurately prepared and carefully presented information on the FPMT organization and the centre in order that the opportunity of reaching many people may be used to best advantage.
- sharing information regarding the centre's successes and challenges with the national or regional coordinator and International Office so that other centres can benefit from their experience.
- reaching out to International Office with news, updates, points of rejoicing, etc. which you feel would be of interest to the greater FPMT community.
- putting their regional and/or national coordinator on its mailing list.
- sending the centre's annual contribution to the long life pujas fund, to the Lama Yeshe Sangha Fund and to their regional and/or national office.



- If the director is requested or otherwise interested in opening another centre, project or service during the period of his or her appointment, he or she must discuss this development with the Centre Services director so that the administrative aspects can be coordinated. Any such new study group or project would be subject to all FPMT policies and conditions.
- If the director wishes to open a centre outside FPMT he or she must only do so at the end of his or her appointment.

Under the guidance of the EC, the director is responsible for:

Finances

The director shall take care of the financial health of the centre by:

- setting a sustainable annual budget based on realistic assumptions for the EC's approval.
- ensuring financial accountability through regular monitoring and reporting to the EC.
- ensuring accurate accounts are kept on a timely basis.
- protecting CI's financial assets and using them wisely to deliver operational outcomes.

Governance and Legal

The director shall take care of the legal situation of the centre by:

- adhering to the legal guidelines for the centre as detailed in their governing document and the Affiliation Agreement.
- complying with local laws and regulations.
- keeping the EC informed of the centre's plans for development so that no unexpected legal problems arise.
- seeing that legal documents pertaining to the centre's governance and holdings are reviewed regularly by the EC and updated as needed.
- following other FPMT policy and guidelines as explained in the **Centres, Projects, and Services** and **Ethics and Ethical Policy** and **Legal Policies and Guidelines** sections.
- Ensuring risks are identified, monitored, reported and mitigated.
- Ensuring reporting is timely, accurate and relevant for the EC and other stakeholders.

Leadership

The director shall implement the activities necessary to attain the goals for the centre as decided by the EC via.

- delivering on responsibilities and achieving Key Performance Indicators (attached).
- assuming accountability for the delivery of all operational outcomes.
- providing clarity to staff and volunteers by articulating CI's strategy and organisational objectives.
- providing effective leadership and direction to create a high performing team focused on the achievement of those objectives.
- role modelling and improving organisational culture through behaviours that are aligned with CI's vision, policies and values.



Additionally the director is responsible for:

FPMT Meetings

The director is required to attend regional or national meetings and CPMT meetings to share his or her experience with other directors. This will help the FPMT Inc. Board, International Office and other directors in the FPMT organisation develop a clear conception of the FPMT mandala and learn from each other's successes and challenges.

Responsibility to the Centre Community

The director's primary responsibilities are to the local community. Specifically, the director is responsible for:

- maintaining harmony within the community.
- being especially sensitive and skilful when matching the goals of the community's Sangha, lay students and visitors.
- ensuring that morality as described in the five precepts and the **FPMT Ethical Policy** is followed.
- sharing current and relevant information on the FPMT organisation with the community.
- encouraging members of the community to take an active role in centre and community development.
- encouraging staff and volunteers to attend Foundation Service Seminars.
- keeping students informed as to how their contributions are being used.

Dharma Practice

The director should take care of his or her own Dharma practice.

Promotion of the Centre

The director, working closely with the SPC or other person or team responsible for promotion, should have a plan to skilfully promote the centre. Please look at the **Publicity and Promotion section** for further guidance.

Public Relations

The director shall develop public relations by:

- getting to know members of the outside community and informing them about the centre's activities and goals.
- inviting groups and individuals to visit the centre, meet the resident teacher, attend a teaching etc.
- having some of the centre's students help on community service projects, such as becoming involved in local homeless shelters, hospices, teaching Buddhism in local schools, etc.
- organizing "open house" days with picnics, story-telling, movies and games.

Other Centres, Projects and Services

The director shall investigate what other FPMT centres and other Buddhist centres are doing that might be suitable and productive when applied to his or her own centre or project.

In addition to the above the director shall carry out all other duties associated with the position as instructed by the Executive Committee.

Please refer to the **Centre Director Helpbook** for further useful advice.



Attachment 1

Key Performance Indicators (KPIs) linked to the 5 Pillars of Service

Dharma

- Analyse & assess Spiritual Program effectiveness in accordance with FPMT mission statement.
- Provide measurable data to evaluate student retention, attendance and satisfaction.

Universal Education

- Implement and deliver Universal Education program annually.

Social/Community Service

- Monitor and improve the current SEO (Search engine optimisation).
- Staff satisfaction rating of above satisfactory.
- Delivery and completion of identified annual works/building projects.

Interfaith

- Implement and deliver 1 new interfaith event annually.

Revenue Generation

- Increase donor and donation growth (year-over-year).
- Operating surplus/deficit - \$100k annual surplus.
- Implement and deliver one new income generating event per month.
- Deliver the return on investment (RoI) results for new events.