FPMT MONGOLIA CENTRE DIRECTOR

JOB DESCRIPTION POINTS

1. DESIGNATION: DIRECTOR, FPMT MONGOLIA, ULAANBAATAR, MONGOLIA
2. LINE OF REPORTING: You will report directly to the Board of Directors
3. IDEAL DATE OF APPOINTMENT: 1ST AUGUST, 2021
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. SALARY / PERKS AND ALLOWANCES / MEDICAL BENEFITS: A salary will be offered from
   which the government tax will be deducted.
   Other perks, allowances and benefits will be in line with existing policy as decided and approved by the
   Board of FPMT Mongolia. Please contact director@fpmtmongolia.org for more information.
6. WORKING HOURS: 9 am- 6 pm, Monday – Friday or as may be required.
7. ANNUAL LEAVE: as per Mongolian labor law.

Position overview:

FPMT Mongolia (FPMT M) is the legal entity which includes the FPMT center Ganden Do Ngag Shedrup Ling, and
its satellite group and projects. The director is a full-time (40 hour/week) position that reports to and is overseen by
the Centre’s Board of Directors.

We are looking for a confident, hands-on Director, a real team player who can motivate, support and lead staff and
volunteers in consolidating the growth of the Centre 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 two years and is renewable.

Core position responsibilities:

- To develop and direct the Center and its projects towards the fulfillment of the FPMT mission while
  maintaining the greatest possible harmony within the center.
- Understand and maintain FPMT policies and guidelines, legal and ethical compliances.
- To develop and implement the strategic goals and priorities of the Centre decided with the Board of
  FPMTM.
- To oversee all areas of the Centre’s activities to include personnel, management, finance, spiritual
  programs, charitable projects and activities, publishing, leasing of properties, facilities, development,
  providing vision and maintaining harmony.
To conduct fundraising activities, and bring ongoing fundraising projects to completion, to represent FPMTM in and out of Mongolia. Keeping all donors informed as to how their contributions are being used.

Directing the overall development process of maintaining the Centre’s buildings, property, infrastructure (water, sanitation, heating and electricity), and other operations including overseeing tenancy contracts.

Managing building projects as agreed by the Board and managing seasonal work teams.

Must keep in a safe place all legal documents relating to the center, project or service.

To direct the spiritual affairs and program of the center with the assistance of the spiritual program coordinator under the primary guidance of the Resident Teacher, in line with FPMT programs and policy.

To take care of the legal situation of the center, project or service.

To administer bank accounts and finances of FPMTM within the power determined by the Board and according to the approved budget and plan.

To ensure the implementation of all necessary financial/accounting procedures and regulations to be complied with.

To ensure on a quarterly basis, the proper preparation, presentation and signing of all financial statements of FPMTM that are required to be submitted to the Board and relevant government authorities.

To prepare operational and financial reports and present them to the Board.

To set and enforce necessary rules and procedures.

Such other powers as related to finance and accountancy as stipulated by law and contract.

**Required key skills and experience:**

- Sincere respect and devotion for FPMT’s Spiritual Director, Kyabje Lama Zopa Rinpoche, and preferably a familiarity with and commitment to the work and values of the FPMT

- Enthusiasm for Dharma practice and preferably previous service in an FPMT centre and/or project

- A good working knowledge of Mongolian and Tibetan Buddhism

- A proven enthusiastic and dedicated team player

- Proven inclusive leadership and compassionate management skills

- Demonstrated ability to work cooperatively and harmoniously with people from different backgrounds

- Mongolian verbal and written communication skills

- Demonstrated ability to prioritize and manage time effectively

- Reasonable comprehension of English, at least in reading

- Patience, compassion and a sense of humor
• Ability to work flexible hours, especially during events
• Computer literacy and some level of digital skills
• Proven financial management skills including budgets

Desired key skills and experience:
• Successful fundraising experience
• Office and logistics management experience
• Marketing experience: electronic and via other means
• Good writing skills and public speaking
• Construction experience

To apply:
Please send your CV/resume together with a covering letter explaining:

▪ Your interest in this position

▪ Your suitability for this position re the above “core position responsibilities” and “required key skills and experience”

▪ Your experience in the Dharma and with the FPMT organization

▪ Two referees

to director@fpmtmongolia.org by April 30th 2021.