



LAND OF MEDICINE BUDDHA

A CENTER FOR HEALING AND DEVELOPING A GOOD HEART

Job Announcement: Executive Director (ED)

Reports to: The Board of Directors

Position Status: Full-time exempt employee.

Work Status: Must be legally able to work in the United States

About Us: [Land of Medicine Buddha](#) (LMB) is an FPMT Tibetan Buddhist center located in Soquel, California, USA. We support the transformation of spiritual teachings into experience through active study programs, group rentals, and contemplative retreats. We also offer people the meditative tools to recognize the nature of their minds and achieve their highest potential for the benefit of all. As a spiritual community serving the needs of practitioners in all traditions, we are nurtured by the vision of our founder, Lama Thubten Yeshe, and our Spiritual Director, Lama Zopa Rinpoche, as well as by the blessings of the many amazing teachers who have visited LMB, the holy objects found at LMB, and the beauty of our 108-acre forested property. LMB offers a [spiritual program](#) taught by resident and guest teachers, a bookstore, and a [gift shop](#). LMB is affiliated with the [Foundation for the Preservation of the Mahayana Tradition \(FPMT\)](#) and is part of the international FPMT network.

Overview: We seek a strategic, forward-thinking executive director to work in partnership with the LMB Board of Directors (Board). The ED is responsible for the overall leadership of LMB, assuring high-quality, mission-driven programs and services, effectively advocating and fundraising on behalf of LMB, and leading staff toward achieving LMB's mission and vision. The ideal candidate will be a warm, kind-hearted individual who values harmony and is comfortable working in a dynamic environment that welcomes various visitors, guests, spiritual practitioners, and staff members. In addition to working with the Board, the ED works closely with LMB's management team, including the Center Manager (CM) and Spiritual Program Coordinator (SPC). LMB collaborates with and is supported by the FPMT International Office and the FPMT North America regional office.

Job Responsibilities

- **Support spiritual mission:** Support LMB's mission, programs, and spiritual teachers. Follow the five Buddhist lay precepts while participating in LMB-related work (see below). Understand and maintain FPMT policies and guidelines and legal and ethical compliance.
- **Fiscal Management Leadership:** Work with the Finance Team to prepare an annual budget and oversee the development of monthly statements that accurately reflect LMB's financial condition. Analyze the performance and take action to ensure LMB income streams (facility rentals, education programs, hiking visitors, wellness center, memberships, dharma teachings, and fundraising) cover LMB's monthly expenses. Comply with government rules, regulations, and reporting requirements for non-profit organizations.
- **Administrative Leadership:** Implement Human Resources processes, including maintaining employee documents and completing regular performance assessments. Provide oversight to ensure LMB's buildings, land, and assets, including water, commercial kitchen, residential facilities for retreats, septic systems, and environmental and fire safety systems, are maintained and

developed. Manage relations with the FPMT International and North American offices, attending regional and international FPMT meetings and training events.

- **Fundraising Leadership:** Work closely with the Fundraising Team to formulate short- and long-term goals to develop robust, coordinated efforts that will help meet LMB's financial needs. Develop and implement actionable strategies to meet and exceed goals through individual donations, sponsorships, fundraising events, memberships, donor development, social media, and grants.
- **Marketing and Communications Leadership:** Represent and advocate for LMB's programs, services, and mission to LMB community members, the media, and the public. Oversee marketing strategy to use LMB's web and digital presence to promote LMB's programs and events.
- **Board Governance:** Work with the board and relevant committees to support effective governance and develop and maintain sound policies. Communicate regularly about LMB activities, financial status, and priorities, including providing timely and accurate updates so the board can make informed decisions and provide needed support.
- **Strategic Leadership:** Work with the board to develop and implement a strategic plan with short and long-range goals and objectives. Maintain a working knowledge of significant developments and trends in the Buddhist and wellness communities and recommend programs or services to address those trends to increase LMB's ability to fulfill and expand its mission and remain financially sound.
- **Personnel Leadership:** Direct, coach, train, and develop LMBs' paid and volunteer staff of Sangha members (monks and nuns) and lay individuals. Assess LMB's staffing needs and supervise recruitment and hiring of key staff for new or existing positions. Oversee efforts to develop a strong volunteer presence to build community and expand LMB's ability to meet its mission.
- **Programming Leadership:** Work closely with staff to support and promote LMB's universal education, health and wellness, facility rental programs or other businesses. Manage and support the center program per the FPMT Five Pillars of Service. Collaborate effectively with managers of LMB special projects ([100,000 Stupa Project](#), [Ksitigarbha Pureland](#)) and directors of programs on LMB land ([Tara Redwood School](#) and [Tara Home](#)), maintaining oversight of financial status and collaborating on operational and shared financial issues such as security and infrastructure.
- **Community Engagement:** Creating and managing relationships with the Santa Cruz County Board of Supervisors, Central Fire Agency, Soquel neighbors, local banks, hospitality industry, interfaith council, school districts, etc. This would be done in partnership with the board and volunteers.

Qualifications/Experience

- Familiarity with and a commitment to the work and values of the FPMT organization and Buddhist philosophy. Devotion to, or at least sincere respect, for LMB's Spiritual Directors, Lama Yeshe and Lama Zopa Rinpoche, and His Holiness the Dalai Lama.
- Minimum of three years' experience in a management position, preferably with at least one year as a director of a business or non-profit.
- Fiscally responsible, entrepreneurial mindset with the ability to balance competing priorities and skills in mobilizing limited resources with maximum effect.
- Ability to manage multiple projects and make short-term and immediate decisions to solve problems with an eye toward addressing recurring problems and long-term needs.
- Excellent oral and written communication skills with the ability to represent LMB effectively to its members, donors, and the public, committed to working for the greater good.
- Knowledge of budgeting, accounting, and fundraising principles and best practices.
- Strong computer skills with knowledge of Gmail, Google Drive, word processing, spreadsheets, and databases.
- Technology in business skills to achieve outreach, advertising, and engagement of students and the public in participation in LMB Mission related services and programs.

Compensation: This is a full-time, exempt position offering a salary commensurate with experience. Room and board are a possible benefit as part of compensation. General compensation is between \$60 -75 thousand for our non-profit.

Benefits: Affordable health care insurance is available through Covered California, the health insurance marketplace in California established under the Affordable Care Act.

Dental Insurance is not currently covered other than through Covered California. Vacation time is three weeks per year. Sick leave as defined in the Employment Manual. Workers comp as required by state and federal law.

How to Apply: We invite serious candidates to submit a letter of interest along with and in your letter; please specifically address your qualifications and experiences related to the job requirements listed above. Please send your resume with a letter to ramakkhalsaphd@gmail.com or mail it to LMB at 5800 Prescott Rd, Soquel, CA. 95073, 831-462-8383. The ability to legally live and work in the United States is essential.

Land of Medicine Buddha is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, religion, gender, age, sexual orientation, and physical abilities.

www.landofmedicinebuddha.org

831-462.8383

** The five lay precepts are the foundation of ethics for all persons performing duties, responsibilities, or actions on behalf of LMB. The precepts are not to kill, steal, engage in or commit sexual misconduct, lie, or take intoxicants (including alcohol, recreational drugs, and tobacco products), and engage in positive kind speech.*