

FPMT MONGOLIA DIRECTOR JOB DESCRIPTION Updated August 2025

FPMT – Mongolia is seeking applications from interested individuals to fill its Centre Director position, which is a full-time, based-in-Ulaanbaatar position with an anticipated start-up date around December 2025 or January 2026.

Applications will be received until the end of September 2025, and those interested should send a cover letter outlining qualifications, motivation and specific aspects concerning interest in this work.

Position Overview / Job Summary

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

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, FPMT Mongolia, Ulaanbaatar, Mongolia

2. LINE OF REPORTING: Reports directly to the Board of Directors

3. DATE OF APPOINTMENT: December 2025 or January 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: An in-country living stipend will be offered from which the government tax and social insurance will be deducted. Other allowances and benefits will be in line with existing policy as decided and approved by the Board of FPMT Mongolia.

6. OFFICE WORKING HOURS: 9 am- 6 pm Monday through Friday, and some additional time for special events on the week-ends may be required.

7. ANNUAL LEAVE: As per Mongolian labor law, 21 days per year for the first year of employment.

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 FPMT-M.
- Contribute towards and guide all areas of the Centre's activities to include personnel, management, finance, spiritual programs, charitable projects and activities, publishing, leasing of properties, 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, including overseeing tenancy contracts.
- 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 FPMT-M finances through engagement with national staff, including responsibility for cash / financial transactions, bank accounts or investments and transference of funds from the international office 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 Mongolian 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 national staff (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 Mongolian and 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 an international 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:

- Successful fundraising experience
- Office and logistics management experience
- Marketing experience: electronic and via other means
- Good writing and public speaking skills
- Building maintenance and community project development skills

To Apply:

Applications will be taken up until the end of September 2025, 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 Ani Gyalmo (Resident Spiritual Teacher and Board Member of FPMT – Mongolia) at the email address: gyalmo@fpmtmongolia.org.

Short-listed candidates will be contacted for an interview with the FPMT – Mongolia Board and provided with a more detailed Job Description and information on contract entitlements, including salary range and associated benefits.

