



# Foundation for the Preservation of the Mahayana Tradition International Office | The Office of Lama Zopa Rinpoche

---

**Founders: Lama Thubten Yeshe & Lama Zopa Rinpoche**

## **Job Description - FPMT International Office Executive Director**

FPMT International Office is the office of FPMT, Inc. and the international headquarters of the FPMT organization. International Office coordinates communication between the FPMT Inc. Board of Directors; regional and national coordinators; and FPMT centers, projects, and services and their directors; as well as support to the entire Foundation.

We are looking for a seasoned, strategic and team-minded candidate for the position of Executive Director (ED). The ED will be responsible for the organization's consistent achievement of its [mission](#) and financial objectives.

In addition to excellent leadership, strategy oversight and management experience, the ideal candidate will have a strong background and demonstrated success in areas such as fundraising, communications, and technology and will be responsible for contributing to and overseeing their implementation in addition to the broader responsibilities.

### **POSITION DESCRIPTION**

The position requires a focus on organizational strategy in Finance & HR, Education, project management and development, and other areas with integration across the organization.

The ED will report to the FPMT Inc Board of Directors and will be responsible for overseeing all day-to-day operations and administration of FPMT International Office (IOF).

Specifically, the position will lead and manage the IOF Staff including the Executive Committee members (CFO, Director of Charitable Projects, Director of Center and Teacher Services, Director of Education) and line manage departments that include Communications, Donor Services, Information Technology, Media Resources, and the Website as well as lead the implementation of the multi-year strategic plan.

The ED will be required to work on building programs that emanate from and help fulfill FPMT's mission, vision, and values along with diversified funding and income generation.

An important aspect of the position will be raising the visibility of the organization internationally and elevating its institutional profile through external relations and increased engagement opportunities with key stakeholders, strategic partnerships, and mission-related networks (e.g. Buddhist, contemplative, educational, and scientific organizations.)

The ideal candidate, in addition to the qualities and expertise listed above, would have a strong background and familiarization with the FPMT organization and culture, and ideally a close connection to Lama Zopa Rinpoche and Lama Yeshe.

**FPMT International Office ❖ 1632 SE 11<sup>th</sup> Avenue, Portland, Oregon 97214 USA**

**Tel: 1-503-808-1588 ❖ Email: [info@fpmt.org](mailto:info@fpmt.org) ❖ Website: [fpmt.org](http://fpmt.org)**



# Foundation for the Preservation of the Mahayana Tradition International Office | The Office of Lama Zopa Rinpoche

---

**Founders: Lama Thubten Yeshe & Lama Zopa Rinpoche**

The ideal candidate will have expertise in leadership, strategy, and operational development and in other areas such as fundraising, external relations and communication, IT and Websites.

**In leadership, strategy, and project development and management, the ED will:**

- Provide strong visionary leadership in co-creating, implementing and enhancing the multi-year strategic plan of the organization together with the FPMT Inc. Board, International Office, centers, and entities.
- Lead the team at FPMT International Office to deliver measurable, cost-effective results to implement that upcoming FPMT strategy and ensure that consistent and timely progress is being made to fulfil the strategic plan.
- Determine and measure short and long-term benchmarks and outcomes on the basis of the organizational strategic plan
- Offer direction and lead all the departments of FPMT International Office, by keeping the bigger picture firmly in view.
- Maintain a harmonious and productive relationship within the International Office and between the IOF and other entities within the FPMT.
- Sustain a working knowledge of significant developments and trends in the FPMT and similar organizations.

**In budget and finances, the ED will:**

- Work with the CFO and finance committee in finalizing a yearly budget; and monitoring to ensure that the organization operates within budget guidelines.
- Ensure annual and long-term financial viability and that adequate funds are available to permit the organization to carry out its work.

**In relations with staff, the ED will:**

- Maintain a climate of harmony and mutual respect which attracts, keeps, and motivates diverse and committed quality staff.
- Provide effective and inspiring daily leadership for staff and ensure swift resolution of issues and problems.
- Ensure appropriate and effective provision of succession for the management team.
- Encourage staff and volunteer development and education.
- Ensure replacement or recruitment of new staff or positions and ensuring sufficient staff are in place to meet all work requirements.

**KEY QUALIFICATIONS**

**Essential qualifications**

- Demonstrated ability to both lead and build the capabilities of a committed and diverse team.
- Commitment to diversity, impartiality, and inclusion and to the importance of listening and continuous learning.

**FPMT International Office ❖ 1632 SE 11<sup>th</sup> Avenue, Portland, Oregon 97214 USA**

**Tel: 1-503-808-1588 ❖ Email: [info@fpmt.org](mailto:info@fpmt.org) ❖ Website: [fpmt.org](http://fpmt.org)**



# Foundation for the Preservation of the Mahayana Tradition International Office | The Office of Lama Zopa Rinpoche

---

**Founders: Lama Thubten Yeshe & Lama Zopa Rinpoche**

- Ability to advocate, communicate, and adapt strategic messaging for external and internal audiences amidst complex dynamics.
- Sensitivity to the broad cultural and national diversity within the FPMT and willingness and ability to work with different groups in a positive and productive manner.
- Proven ability to create and expand networks and partnerships.
- Experience leading and navigating organizational growth in times of change across cultures and continents.
- Relevant and sound non-profit accomplishments in areas of strategic planning, project development and oversight, personnel development, team building and management.
- A solid grasp and knowledge of financial planning and budgeting of a global non-profit organization.

**In addition to the above essential qualifications, the ideal candidates would also have expertise in one or more of these additional fields and be able to directly supervise at least one of them:**

**In fundraising and development:**

- Having demonstrated success as a fundraiser for a large organization, be able to establish new relationships and re-kindle existing ones
- Explore other income generating sources.

**In external relations and communications:**

- Serve as the front person for the organization promoting accomplishments, findings, and vision to engage a range of audiences and stakeholders, including donors, potential funders, peer organizations, and partners.
- Increase engagement with key stakeholders domestically and internationally through attendance at conferences and meetings.
- Map out the sector landscape to identify, develop, cultivate, and manage strategic partnerships with key organizations and networks.
- Build and provide a diverse and responsive media environment
- Contribute to the skillful and effective communication of the organization to our global constituency.

**In the areas of IT and websites:**

- Assess technology needs for the Office and the organization
- Lead IT and/or website projects

**FPMT International Office ❖ 1632 SE 11<sup>th</sup> Avenue, Portland, Oregon 97214 USA**

**Tel: 1-503-808-1588 ❖ Email: [info@fpmt.org](mailto:info@fpmt.org) ❖ Website: [fpmt.org](http://fpmt.org)**



# Foundation for the Preservation of the Mahayana Tradition International Office | The Office of Lama Zopa Rinpoche

---

Founders: Lama Thubten Yeshe & Lama Zopa Rinpoche

- Manage day to day operations in areas of technology including website development and other IT demands

## WORKING HOURS

Hours are negotiable, the position could start as part-time at 30 hours per week, which could be extended to full-time later.

## SALARY

The pay will be commensurate with the qualifications of the applicant and reflective of the standard pay and benefits within FPMT International Office.

## HOW TO APPLY

If you are interested in this position, please send an email explaining why you are interested and how you might contribute together with a CV to:

François Lecointre ([francois@fpmt.org](mailto:francois@fpmt.org))

**Deadline for applications to be received – September 15, 2025**