



Mahamudra Centre for Universal Unity

Colville, Coromandel, New Zealand

Centre Director Job Description - Mahamudra Centre for Universal Unity – To start 2025 – Couples welcome to apply.

The Centre Director manages the Centre according to the vision of Lama Yeshe and Lama Zopa Rinpoche, the founders of FPMT and is charged with all administrative, operational, and financial responsibilities.

Overview of the Centre:

Mahamudra Centre for Universal Unity is situated on 8 acres in the inspirational setting of Colville Valley, Coromandel Peninsula. Surrounded by meadows, woods and the lovely hills of the Coromandel range, the ambience is conducive to peace, calm and spiritual development. Mahamudra Centre is a charitable trust in New Zealand and affiliated with the Foundation for the Preservation of the Mahayana Tradition (FPMT) – an international organization in the Gelugpa tradition which has over 130 centres, hospices and projects worldwide. The centre offers a range of options including teachings and retreats with experienced Tibetan and Western teachers, meditation instruction, personal and group retreats in beautiful retreat huts as well as offering public talks, courses, prayers and other activities and is always looking for new ways to grow and flourish as a centre whilst spreading the Dharma.

Overview of the position:

The Centre Director is hired by and reports to the Board of Trustees. The Centre Director's responsibility is to see that all physical and operational needs of the centre are managed well so that the Centre team, with the Director leading the way, can effectively perform the tasks that are involved in developing, hosting, and leading spiritual retreats and other Centre directions. This includes all administrative, development, financial, and legal duties necessary to keep the centre operational, financially healthy, and able to promote the vision set out by its founders.

Responsibilities include, but not limited to:

- Initiate, implement and manage annual goals, objectives and action steps for the Centre
- Retreat, teachings, course and centre business promotion
- Maintaining financial stability by monitoring monthly and annual operating budgets and helping with fundraising ideas and activities and ensuring robust financial procedures are maintained.
- Maintain the facilities and grounds in such a way as to enhance the value of the property

- Develop and nurture a good relationship with our members, supporters and visitors as well as the FPMT and other key groups that the Centre serves.
- The Centre Director works closely with the Manager, SPC and volunteers to help develop and maintain a welcoming atmosphere in line with the deepest traditions of Tibetan Buddhism.
- Overseeing all areas of MMC's activities and ensuring everyone has a common goal based on compassion and putting the centre at the core of the decision process
- Ensuring the centre is run efficiently and ethically with best uses of resources, both material and human, to help best support the Centre.
- Cultivating harmony in the Centre between volunteers and ensuring a good flow of communication between all relevant parties.
- Ensuring that MMC and all who live, work, and teach at the Centre abide by NZ law and FPMT policy and guidelines, complying with relevant legislation such as health and safety, safeguarding and ethical policies.

We seek a dynamic, resourceful and visionary Director to drive the Centre forward to the next stage of growth and development. The successful candidate will have a strong commitment to, and a sincere respect for, His Holiness the XIV Dalai Lama, the FPMT founders Lama Yeshe and Lama Zopa Rinpoche, as well as the FPMT family around the world and an awareness of the spiritual purpose and vision of the Centre. Working closely with the Board of Trustees, and other key team members, the Director will bring great leadership and determination into practice. Initially the role will combine aspects of the Director, SPC, and Manager role, however the position will entail the eventual recruitment of new Centre staff, including onsite volunteers. Because of this unique situation, a couple is very welcome to apply, and could offer their skills and experience working in partnership within the Centre leadership positions.

This is a very exciting opportunity for an experienced Centre Director looking to bring their vast Centre leadership and expansive vision to a truly beautiful rural Centre which offers so much untapped potential.

Ideally the successful Director will have the following (but we welcome all applications):

- Experience as a Centre Director, ideally within FPMT centres
- May have previously led business teams in corporate firms and companies.
- Ideally residing in New Zealand, but open to all applications
- Have a management style that is inclusive, patient, wise and consultative.
- Willingness to offer service as MMC Director for a minimum of 2 years, although preferably
- Looking for a long-term commitment
- Good knowledge and understanding of Mahayana Buddhism, FPMT, FPMT projects, services, and activities.
- Ideally will have knowledge of advanced Buddhist practices.
- Prior experience of offering service, ideally within the FPMT organisation, and or have worked within a non-profit business.

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Ideal Centre Director qualities:

- Possess strong communication skills and be an excellent communicator with a strong, skilful and measured approach.
- Effective people management capabilities, a great team builder and team player
- Very good organisational and prioritization skills, as well as competence in maintaining important documentation, database and other legal records.
- Good IT skills, social mediate literate, with some marketing experience and open to using new ways to spread the Dharma
- Have a mature personal spiritual practice
- Possess an attitude of altruism and generosity
- Be proactive and organized
- Ability to effectively delegate work
- Proficient in the English language
- Be content with remote conditions
- Business drive, tenacity and determination
- Kind to all beings, polite, honest and truthful

Benefits offered:

- Accommodation and meals (this opportunity is suitable for a couple)
- Centre vehicle (for work related purposes)
- All courses offered at the Centre
- 10 days retreat leave
- A NZ employment contract which offers sick leave and annual leave
- Remuneration to be discussed, based on experience
- Relocation assistance (if coming from outside of New Zealand)
- A wonderfully meaningful life offering service to a Dharma centre

The position is subject to the MMC employment agreement and there will be an initial six-month probationary period for both sides and a contract agreement for 2 years, with option to renew. All applicants must have the legal right to work in New Zealand, or the possibility to obtain a work visa.

To apply:

Email a copy of your CV and a covering letter of application, describing why you are interested in this position, and how you might contribute to the successful running of the Centre so it flourishes whilst sharing the Dharma.

Application addressed to Lisa Bavidge (Secretary of MMC Board) at
mahamudraretreat@gmail.com
www.mahamudra.org.nz

Please include the names and email addresses of three referees: two professional and one Dharma related.

Thank you, and we look forward to welcoming you to the Mahamudra Centre community.