



Milarepa Center

a Tibetan Buddhist retreat center

Milarepa Center seeks either a qualified **Full-Time Residential Center Director** OR **Full-Time Residential Center Operations Manager**. Milarepa Center is an FPMT-affiliated Tibetan Buddhist retreat center operating in a rural setting within the Northeast Kingdom of Vermont, USA. We operate sustainably as a hybrid retreat center offering both public retreats/programs as well as private, solitary retreat cabin rentals. Compensation for either position includes housing on the property and a small monthly stipend. Positions will remain open until one is filled, with an ideal start date in Spring of 2023.

Candidates for either position should have, at a minimum, some familiarity with and/or a sincere respect for Buddhist philosophy, the FPMT, and Lama Zopa Rinpoche.

Center Director Position Requirements:

This position will take direction from, report to, and work closely with the Board of Directors and handle all aspects of successfully running the business of the center. Applicants who wish to apply for the Residential Center Director position should have demonstrated knowledge and experience in the management of a non-profit entity. A devotion to, or at least sincere respect for Lama Zopa Rinpoche, and familiarity with and a commitment to the work and values of the FPMT organization are strongly suggested. Most suitable candidates ideally would have previous experience as an FPMT Center or Project Director, Spiritual Program Coordinator, and/or Board of Directors member and an enthusiasm for Dharma practice.

Relevant skill sets for this position should include:

- Financial Management which includes budget creation & management; working with an accountant to produce financial statements; a basic understanding of investment management; asset management; business banking; manage and maintain financial health of the center, etc.
- Experience with office applications such as Microsoft Office, Google Drive, etc.
- Project and Program Management
- General knowledge/understanding of board of directors role and function within the organization
- Fundraising
- Property and Land Management
- Effective leadership skills - self starter; good time management; ability to work independently as well as with other; highly organized; skillful communication skills
- Long-range strategic planning
- Marketing
- Legally able to work in US

- Understand and maintain FPMT policies, ethical compliances and guidelines, together with US legal and fiscal requirements.
- Liaise with FPMT International and North America Offices.
- Represent the center at community events and FPMT national and international meetings where possible.

Operations Manager Position Requirements:

This position will take direction from, report to, and work closely with the current Center Director to manage the day-to-day operations of the center. Ideal candidates should have aspirations of becoming a Center Director in the future.

Applicants who wish to apply for the Residential Center Operations Manager position should have the following knowledge, skills, and experience:

- Property and land management
- General financial awareness/responsibility
- Project Management and/or experience working on long-range projects
- Attention to detail and good organizational skills
- Clear communication skills
- Good time-management skills
- Ability to troubleshoot maintenance issues
- Manage and maintain regular maintenance schedules
- Willingness to do any tasks required for day-to-day center operations
- Good people/customer service skills
- Ability to coordinate and work with volunteers on projects/tasks
- Ability to work in and weather conditions
- Must be able to lift at least 40lbs.
- Familiarity with office applications such as Microsoft Office, Google Drive, etc. is preferred
- Legally able to work in US

If interested in either position, please email a resume, cover letter, and 2-3 references to director@milarepacenter.org and include which position you are applying for in the subject line. No phone calls please.