



JOB DESCRIPTION

EXECUTIVE DIRECTOR

We are a teaching and meditation center in the Tibetan Buddhist tradition located in Santa Fe, New Mexico, USA. We provide a friendly and supportive environment for learning and putting into practice the teachings of the Buddha. We are affiliated with the Foundation of the Preservation of the Mahayana Tradition (FPMT), an organization that is based on the Buddhist tradition of Lama Tsongkhapa of Tibet as taught to us by our founders Lama Thubten Yeshe and Lama Zopa Rinpoche.

With the support of the Board of Directors, the Executive Director is responsible for a wide variety of responsibilities. This role is multi-faceted and requires an experienced and visionary leader. If you are people-orientated, a good communicator, have strong emotional intelligence and can be agile in balancing multiple priorities, this could be a wonderful opportunity to make an important contribution. The Executive Director also works in collaboration with the Center Manager to direct staff, volunteers, and consultants to ensure the center realizes its mission.

CORE RESPONSIBILITIES

STRATEGIC LEADERSHIP

- Developing and directing long-range organizational strategy with action plans, and implementing follow-through, with consistent and timely progress towards plans
- Provides leadership in developing programs
- Represents the organization (its programs and point of view) to the wider community (during events and through various communication channels); including FPMT International Office, FPMT North America regional office, and our sister FPMT centers in the U.S.A., and other countries.
- Provides Board leadership to support the development of an effective Board with Board committees.
- Stay up to date with and apply FPMT policy and guidelines

FINANCIAL LEADERSHIP

- Producing reports on revenue and expenditure
- Preparing comprehensive budgets
- Overseeing financial accounts
- Works with FCO/Board to develop long-range financial planning
- Responsible for developing and maintaining sound financial practices
- Works with the bookkeeper/accountant to maintain the financial health of the organization

FUNDRAISING LEADERSHIP

- Works with the Board to develop a long-term fundraising strategy
- Raising financial resources to meet the center's mission
- Engaging and cultivating relationships with major benefactors, expanding benefactor network
- Oversees implementation of fundraising initiatives

COMMUNICATION/RELATIONSHIP LEADERSHIP

- Ensure that the center's programs and goals are adequately publicized
- Engaging with community groups
- Keeps the Board well informed of all the important organizational developments
- Holds all departments to the center's mission, and keeps central theme throughout, ensuring the core values are being upheld, as well as ensuring a congruent corporate image
- Growing membership and managing member relations

MANAGEMENT LEADERSHIP

- Drafting organizational policies and philosophies
- Adhering to all applicable State and Federal legislation
- Supporting the development of programs that align with the center's mission and vision
- Overseeing day-to-day center activities
- Coaching and supervising employees and volunteers
- Hiring, onboarding, and conducting performance reviews
- Maintaining a climate that attracts and keeps top-quality staff/volunteers motivated and inspired by mission
- Project manage larger construction projects and holy objects projects

REQUIREMENTS

- Devotion to, or at least sincere respect for Lama Zopa Rinpoche
- Familiarity with and a commitment to the work and values of the FPMT organization
- Enthusiasm for Dharma practice & previous key service in an FPMT center or project
- Degree in Not-for-Profit Administration or other relevant education and experience
- Financial management experience
- Knowledge and experience of financial practices
- Highly organized
- Project/program development and management experience
- Highly ethical behavior
- Effective communicator
- Motivational skills
- Public relations and marketing knowledge and experience
- Exceptional interpersonal skills
- Legally eligible to work in the U.S.A

This position currently pays a modest monthly stipend and will require 30-40 hours a week commitment. If you are interested, please email your resume along

with a cover letter to board@tnlsf.org. Please submit by the deadline, October 15th, 2022.