Tushita Meditation Centre, Dharamsala, Himachal Pradesh, India is seeking a Director

If you are a people-oriented leader with a collaborative leadership style, strong emotional intelligence, agile in balancing multiple priorities, and have a background in management, this could be a wonderful opportunity to make an important contribution. The director will ensure that the center provides the best possible service to all sentient beings and fulfills the vision of Lama Zopa Rinpoche.

The position of Director is for two years and is renewable if it is considered beneficial. This is a full-time paid position. The Director reports to the Board of Trustees and works in collaboration with the Center Manager to direct staff, volunteers and consultants to ensure functioning of Tushita to ensure the realization of its mission.

THE ROLE OF THE DIRECTOR

The Director role is a vast, multi-faceted role but here we have given a brief of the main responsibilities:

1. Sangha/Staff/Volunteer management - Looking after the community; dealing with issues which arise amongst the Sangha/staff/volunteers and discussing issues in a fair, balanced, well-checked way. Hiring of staff and volunteers, overseeing the work in all areas and directly managing certain staff & vols, dealing with days/time off requests, paying of monthly salaries & stipends, improving staff/volunteer conditions; holding regular local staff & kitchen staff meetings.

2. Projects & Fundraising; developing the center according to Rinpoche's extensive and most precious advice for Tushita and FPMT policy; maintaining the advice records & checking that the work is done; planning & execution of projects; arranging the fundraising and the clear recording & distribution of funds; sponsor updates & care of sponsors.

3. Tushita Financial - being in charge of the Tushita account and the management of all incomes received at Tushita and monitoring expenditure.

4. Assisting Rinpoche and FPMT International Office when they have urgent questions for/offers to be made to Rinpoche's Teachers who live locally/Other Lamas.

5. Tushita Charitable Society & Legal Work - a yearly Board meeting is held at Tushita for which reports on different areas of the center running need to be prepared (including financial reports & budgets) plus, updates and communications with the Board members throughout the year. In addition, key legal & financial work related to the Society, Tushita's legal status and overseeing the filing of the yearly accounts. Organizing regular management committee meetings with key long-term volunteer staff members and maintaining records of these meetings.
6. **Overseeing & Managing the building/maintenance of buildings, facilities & the grounds.** This is an ongoing process but the most key time for this is usually in the winter, Dec & Jan when the Centre closes, no courses run at this time and a lot of work can be done behind the scenes.

7. **Developing Tushita's local presence & connections**: eg at public offices, other Dharma projects, suppliers & service companies who support Tushita. Developing Tushita's International presence through overseeing the production of a yearly newsletter, news updates for Mandala magazine.

8. **Understand and maintain**: FPMT policies and guidelines, legal and ethical compliances.

This position ideally requires professional leadership and experience in a non-profit organization. The ideal candidate should have:

- a good heart, devotion to Lama Zopa Rinpoche and familiarity with the FPMT organization. Previous experience as an FPMT center director or board member would be an advantage.
- proven excellent, mindful and compassionate people management skills
- disciplined and consistent onsite presence and ability to model kind, professional behavior for others
- ability to use the web and process emails, use word to create documents and excel to monitor incomes and expenses
- a good level of both written & spoken English is essential.

**Remuneration:** A monthly stipend along with other benefits including travel, one month paid leave every year and visa expenses (in case of foreigners).

*Interested candidates are invited to email their application together with their CV here to saptami1101@gmail.com and director@tushita.info, no later than June 15 2022.*