



RETREAT CENTER MANAGER (Full-Time)

ABOUT US

Vision:

To offer people the meditative tools to recognize the nature of their minds and achieve their highest potential for the benefit of all.

Mission:

Vajrapani Institute for Wisdom Culture supports the transformation of spiritual teachings into experience through contemplative retreat. As a spiritual community serving the needs of retreaters in all traditions, we are nurtured by the energy of our Tibetan Buddhist founder Lama Thubten Yeshe and our spiritual director Lama Zopa Rinpoche, by our teachers and holy objects, and by the stillness of the California redwood forest.

Values:

Wisdom – where mind awakens

Harmony – where joy flows

Loving-Hearted – where kindness is

Spaciousness – where all expands

Clarity – where vision is present

Trust – where friends share

Diversity – where all aspects of people are respected, including race, ethnicity, sexual orientation, gender expression, age, religion, and ability

Vajrapani Institute (VPI) is associated with the Foundation for the Preservation of the Mahayana Tradition (FPMT), an international network of over 150 centers.

DUTIES/RESPONSIBILITIES

The Center Manager is in service to the organization and in service to the staff. This position leads most retreat operations, including retreat logistics and facility rentals. The Center Manager oversees the following departments to ensure that VPI serves its retreaters in the best possible way: Community Relations (Main Office), Kitchen, Housekeeping, and Administration. In addition, the Center Manager works closely with the Land team to monitor work projects, develop and uphold safety standards. The Center Manager also manages the work-study staff and is the initial point of contact for staff whenever support is needed.

Operations Management

Systems Planning & Maintenance: Defining and documenting workplace policies; working with managerial staff in developing key work processes; implementing performance measures and upholding VPI's core values; overseeing the implementation of best practices, particularly during retreats.

Scheduling: Creating staff schedules; ensuring that departmental needs are met through adequate staffing, especially for group retreats.

Management:

- a. **Staff:** Assisting managerial staff in running their departments through systems planning and training support; supporting staff in prioritizing and following through on key projects; ensuring that staff know their core duties and are held accountable.
- b. **Event:** Facilitating each department's retreat and/or event preparations in conjunction with the Spiritual Program Department's event coordination.
- c. **Business:** Assisting the Director in business operations including ensuring that all legal and safety requirements are met.

Facility Rental Management – For Non-FPMT group retreats, the Center Manager is the lead coordinator and liaison for contemplative groups from various traditions. These duties include:

- Cultivating potential facility rental relationships,
- Responding to booking inquiries,
- Liaising with group rental teachers and retreat leaders,
- Coordinating retreat logistics,
- Processing contracts and invoices,
- Developing new policies, as needed.

Human Resources

Staffing: Assessing VPI's staffing needs; hiring and managing staff for new and/or existing positions; recruiting work-study volunteers; orienting new staff/work-study to VPI's work and community life; fostering teamwork and collectivity; anticipating and handling personnel changes; demonstrating organizational understanding particular to a non-profit retreat center.

HR Policies: Updating HR policies as needed, including but not limited to wage and benefits, contracts, required employment notices, etc..

Leadership

Organizational Development: Helping to steer VPI's current growth through opportunities to assist the Director in strategic planning, fundraising and marketing.

Community Development: Supporting the Director and staff members in the development of a healthy community through skillful communications, a positive attitude, and the ability to inspire others.

Administration

Payroll Processing: Supervising the Administrative Assistant to track staff timesheets and benefits; coordinating bi-weekly payroll; ensuring payroll compliance.

Health Insurance & General Business: Managing Zane Benefits; enrolling staff when they become eligible; processing some payments and/or updating contracts to vendors; maintaining store accounts; following up with business mailings.

QUALIFICATIONS

In adapting to our remote retreat environment and in managing our retreat center, we are looking for the following qualities:

- Dedication to Vajrapani's core values of wisdom, harmony, loving-heartedness, spaciousness, clarity, and trust. Ability to model and inspire these values for staff.
- Excellent oral and written communication skills.
- Ability to collaborate as well as lead and guide.

- Ability to make short-term and immediate decisions with an eye toward long-term needs.
- Ability to manage a team and build consensus between multiple people and departments.
- Ability to manage multiple projects and tasks while attending to regular and unforeseen daily occurrences.
- Ability to develop solutions to recurring problems.
- Ability to develop written policies and procedures.
- Minimum 2 years management experience.
- Human Resources experience preferred.
- Approved to work in U.S.

BENEFITS

This is a full-time, 35-hour per week position. Compensation includes \$15/hour, subsidized room and board, 2 weeks paid vacation and 8 paid holidays, as well as health and dental insurance after four months. An increase in hourly wage is possible for those who wish to live off-site. There is ample opportunity to develop one's spiritual practice, including our annual Winter Retreat, where staff members are supported to do a personal retreat.

APPLICATION DEADLINE: March 1, 2019

TO APPLY:

Please fill out the VPI application located at www.vajrapani.org. Email the application along with a resume and cover letter to John Diedrich, Center Manager, ven.john@vajrapani.org. In the email subject line, please write, "Center Manager Position."

Vajrapani Institute is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, religion, gender, age, sexual orientation, and physical abilities.