



## Vajrapani Institute Executive Director

Vajrapani Institute is seeking an experienced and visionary Executive 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 Executive Director reports to the Board of Directors, and works in collaboration with the Center Manager to direct staff, volunteers and consultants to ensure Vajrapani Institute realizes its mission, as a contemplative FPMT retreat center that supports the transformation of spiritual teachings into experience through contemplative retreat.

This is a full-time paid position. Vajrapani Institute is a well-established nonprofit organization affiliated with FPMT. This position requires professional and leadership maturity to guide Vajrapani Institute into its next critical phase. The ideal candidate understands the complex operation of a nonprofit retreat center within the FPMT affiliation network, and has worked within a nonprofit organization or business with increasing professional responsibilities. Devotion to, or at least sincere respect for Kyabje Lama Zopa Rinpoche, and familiarity with and a commitment to the work and values of the FPMT organization are also required.

### OVERALL

The Director is the Chief Executive Officer (CEO) of Vajrapani Institute. The Executive Director reports directly to the Board of Directors and is responsible for:

1. Ensuring VPI fulfills its mission to support the transformation of spiritual teachings into experience through contemplative retreat. Implementing VPI's strategic plan - including operational and financial health
2. Supporting a contemplative retreat and work culture in which VPI's core values thrive.

### CORE RESPONSIBILITIES

Strategic leadership

1. Assures VPI develops long-range strategy to implement strategic plan, makes consistent and timely progress towards plan
2. Works with management/staff/resident teacher to support a contemplative work environment in which our VPI values flourish.



3. Provides leadership in developing programs (in all areas - FPMT group retreats, Private Retreat, Facility Rentals)
4. Provides Board leadership to support the development of an effective Board with Board committees.
5. 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 California.

#### Financial leadership

1. Works with FC/Board to develop long-range financial planning.
2. Responsible for developing and maintaining sound financial practices.
3. Works with FC/Staff/Board to develop and implement VPI's budget.
4. Works with the bookkeeper/accountant to maintain financial health of the organization.

#### Fundraising leadership

1. Works with the Board to develop long-range fundraising strategy.
2. Oversees implementation of fundraising initiatives.
3. Expand benefactor network and oversees relationship with benefactors.

#### Communication/Relationship leadership

1. Ensures that VPI's programs and goals are adequately publicized.
2. Keeps the Board well informed on all of the organization's important developments.
3. Represents the organization (its programs and point of view) to the wider community (during events and through various communication channels), including FPMT headquarters.
4. Works with VPI's Resident teacher to forward VPI's mission.

#### Management leadership

1. Support VPI's Assistant Director in staff management to ensure the following:
  - a. Put best HR practices in place to enable staff to contribute meaningfully.
    - i. Staff development
    - ii. Recruitment/release practices
  - b. Maintain a climate that attracts and keeps top quality staff/volunteers motivated and inspired by mission.
2. Support VPI's Assistant Director in developing a mature operation infrastructure.

#### Land Management

1. Support the Land Crew prioritizing and allocation of resources (human and financial).
2. Develop long-term infrastructure plan.
3. Work with the Land Crew to ensure staff safety and safety of guests on the land.

#### Special project management

1. Project manage larger construction projects and holy object projects.

### *COMPENSATION & BENEFITS*

This is a full-time salaried position. Subsidized room and board is offered. We offer a Health Plan reimbursement after 4 months, as well as Dental. Competitive paid time off benefits, equaling eighteen (18) paid days off by end of 1<sup>st</sup> year. There is ample opportunity to develop one's spiritual practice, including our annual month-long Winter Retreat, where staff members are supported to do a personal retreat. The main reward for offering service at the Institute is the joy of supporting oneself and others on the path to enlightenment.

*Applicants must be legally able to work in the US.*

*Application Deadline: November 30<sup>th</sup>, 2017*

*Lama Zopa Rinpoche will be requested to check the karmic benefit of all shortlisted applicants.*

*To apply, go to [vajrapani.org/employment-and-volunteering/](http://vajrapani.org/employment-and-volunteering/)*