

Karmê Chöling Executive Director Job Description

The Executive Director has two principal roles: Governance and Strategic Planning, and Chief Executive.

Governance and Strategic Planning

- Developing long-range vision and strategic planning.
- Ensuring that the center is governed in accordance with mandala-wide policies.
- Ensuring that the center is in compliance with the laws and regulations of the applicable jurisdictions within which Karmê Chöling (KCL) operates.

Chief Executive

- Provides leadership and inspiration to manifest The Shambhala Principle that humanity and society are basically good.
 - In programing and interactions with one another, guides staff in providing a place for nurturing personal and societal transformation, acting with a commitment to meditation, kindness, devotion to service and responsiveness to the changing dynamics of society.
 - Leads the staff in developing new initiatives, events, and activities that will create more opportunities for connecting and collaborating with people beyond the confines of Shambhala itself.
- Propagates the vision and manifestation of Shambhala society by fostering a harmonious, sane, caring and well-trained KCL staff and its volunteer community, and leading by example in the practice and study of the Shambhala and Buddhist dharma.
 - Participates in exploring the five themes of Healing and Protection, Communications, Culture Change, Governance, and Community Building with the KCL and wider Shambhala mandalas.
 - During the first Winter Session 2019 - 2020 undertakes in-depth contemplation of KCL organizational structure with the internal KCL community to determine organizational change.
 - Is responsible for integrating the work of the Shambhala Four Pillars (Practice and Education, Government, Protection, and Economy), respecting the diverse lines of command and accountability so that all the various aspects of the life of the center function coherently.
 - Ensures an efficient, supportive and collaborative relationship between the senior leadership group (currently known as the Tiger Council), department heads and the KCL Community Council.
 - Assembles and chairs the leadership team.

- Works closely with the Chagdzo / Finance Director and others in the finance sphere to ensure the financial well being of the center, caring for, growing and skillfully utilizing resources in a fiscally responsible way.
- Is the spokesperson of the Center to program participants, other KCL community members, and to residents and officials from the local government and community. S/he/they will be the principle ambassador and "face" of Karmê Chöling to communities of affinity that may wish to work with the Center.
- Holds responsibility for the messaging, publicity and communications strategies that will communicate with the local and greater Shambhala community, communities of affinity and the public at large.
- Works closely with the Rusung to support the development of training and education, and proper representation of local and international Dorje Kasung towards ensuring that practitioners, the physical structure and land of Karmê Chöling, and the sacredness of the environment as a whole is protected through the forms and rituals of Dorje Kasungship.
- Encourages the KCL community to bring Shambhala Vision into society at large, in whatever ways are appropriate with governmental, non-governmental, and other spiritual and social service organizations in the surrounding society.
- Serves as the principal link between the Center and the higher governing bodies of the Shambhala mandala.
- The Executive Director is responsible for fostering strong, collaborative relationships with other centers, groups and entities in the region.

Successful candidates for this position will have the following attributes, skills and capabilities

- Commitment to the Lineage of teachings of the Shambhala Buddhist dharma.
- Dedication to the continuation of Shambhala vision, culture, and community which is inclusive of the Kagyu, Nyingma, and Shambhala teachings and practitioners.
- A minimum of six years experience as a practitioner on the Shambhala path including having attended Vajrayana Seminary / Sacred World Assembly and Rigden Abhisheka. Strong preference will be shown for applicants who have attended a Scorpion Seal Assembly.
- Understanding of and commitment to the principles of Shambhala governance and in particular, the practice of the Six Ways of Ruling.

- Deep personal practice that may be relied upon as the ground of self care and stability within the role as Karmê Chöling Executive Director.
- Understanding of the Four Karmas and demonstrated flexibility and ability of having used each in prior work environments as appropriate.
- Understanding of the Four Dignity teachings, with a willingness to enter the Executive Director role with an attitude of Tiger.
- Understanding of natural hierarchy, and how it will play a role in the evolving Karmê Chöling and Shambhala mandalas.
- A strong background in leadership, including excellent group work and decision-making skills, well-developed interpersonal skills with a demonstrated ability to resolve conflict in ways that foster goodwill and are fair to all concerned.
- The ability to inspire others, seek and welcome their suggestions and advice, work well with diverse team members and make decisions that take into account the wealth of others' views and experience.
- Demonstrates personal maturity, integrity and a developing spiritual path such that the candidate is able to display equanimity, curiosity, discernment, stability, and leadership both in times of conflict and calm.
- Ability to remain neutral and open minded; demonstrate one's personal confidence and maturity to "stand alone" in leadership decisions.
- Excellent written and spoken communication skills, including the ability to use electronic media effectively.
- Experience leading and managing projects, organizing people, events and programs.
- Background in working with finances and adhering to budgets (including the ability to read and understand financial statements and use them for effective planning).
- Proven ability to magnetize resources, both human and financial, from diverse sources. Either a personal experience with fundraising and development, publicity and marketing, or the ability to manage staff with hands-on, demonstrable skill set in these fields.
- Experience in networking with organizations, foundations, public speaking and interest in developing partnerships outside Shambhala.

- Comfort with fundraising and working with all aspects of money and wealth ranging from the lha of magnetizing and enriching to the lu of reading and interpreting financial statements.

Salary/Hours/Benefits

The Executive Director is a full-time, paid position, with a minimum of 40 hours a week. Compensation includes salary, housing stipend, meals, healthcare, and vacation/program/retreat benefits. This position is offered for a term of three years to five years.

Application Process

We invite you to submit a letter of interest along with your résumé - including all contact information - by **July 15, 2019**. Please tell us about yourself, what interests you in this position, and what you feel you will bring to this key leadership post.

We will be reviewing resumes, communicating with and interviewing applicants over a period of several weeks. Our aim is to identify and hire the best qualified candidate as soon as possible, but no later than 1 September with a start date to commence by 15 October.

If you do not personally wish to apply, but know someone whom you feel is an exceptional candidate, please encourage them to review the qualifications and submit their resume.

Applications may be sent to:

By email: kclsearch2019@gmail.com
By mail: Karmê Chöling
Attn: Director Search Committee
369 Patneaude Lane
Barnet, Vermont 05821

Thank you.