

# Executive Director

## Karmê Chöling Shambhala Meditation Center

Karme Choling (KCL) is seeking to hire an Executive Director who will continue to deepen and nurture this beacon of sanity and goodness, where dharma will flourish in the world. We are seeking someone who will lead with kindness, wisdom and strength; a leader who will inspire others by example, magnetize resources and promote the Buddhist and Shambhala dharma.

The Executive Director has two principal roles:

- Governance and Strategic Planning.
- Chief Executive.

We are open to collaborative leadership models such as a co-directorship, a team of three who share the position, etc. Please indicate in your application if you are interested in exploring these options.

### **The Roles and Responsibilities include the following:**

#### Governance and Strategic Planning responsibilities:

- Develop long-range vision and strategic plan.
- Govern KCL in accordance with the [Shambhala Charter](#) and [Affiliation Policies](#) (drafts).
- Comply with the laws and regulations of the applicable jurisdictions within which KCL operates.
- Maintain and promote respect for KCL traditions, practices, and [Code of Conduct](#).

#### Chief Executive responsibilities:

- Guide 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.

- Lead the staff in developing new initiatives, events, and activities that will create more opportunities for connecting with people beyond the confines of Shambhala.
- Working with the Program Director, create a rich calendar of onsite, online and hybrid weekends, retreats, practice programs and boarding situations that support and attract the diverse levels of practice, experience and affiliation of Shambhala practitioners and new participants.
- Create and maintain an efficient, supportive and collaborative relationship between department heads, staff and residents.
- Responsible for the financial well being of the center, collaborating with the Finance Director and Bookkeeper and planning development initiatives.
- Speak for KCL to program participants, other KCL community members, and to residents and officials from the local government and community.
- Responsible for the messaging, publicity, and communications strategies with the local and greater Shambhala community, communities of affinity, and the public at large.
- Encourage the KCL community to bring Shambhala Vision into society at large.
- Responsible for reporting to and collaborating with the Shambhala Global Services Executive Leadership Team and Shambhala Board of Directors.
- Foster 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 further the vision and propagate the teachings of the Lineage of the Sakyongs of Shambhala (as per the [updated bylaws](#)). Dedication to the continuation of Shambhala vision, culture, and community which is inclusive of the Kagyu, Nyingma, Shambhala, and Sakyong lineage teachings and practitioners.
- Experience as a practitioner on the Shambhala path.
- Strong background in leadership, including excellent group work and decision-making skills, project management, well-developed interpersonal skills with a demonstrated ability to resolve conflict in ways that foster goodwill and are fair to all concerned.

- Community-oriented approach toward governance that includes 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.
- Recognize mental health issues and people who are working with trauma and recommend appropriate resources.
- Background in working with finance and adhering to budgets (including the ability to read and understand financial statements and use them for effective planning).
- Experience in networking with organizations, foundations, public speaking and interest in developing partnerships outside Shambhala.
- Demonstrated ability to magnetize resources, both human and financial, from diverse sources, as well as experience with fundraising and development, publicity and marketing.

### **Salary/Hours/Benefits**

The Executive Director is a full-time, paid position, with a minimum of 40 hours per 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 **June 1, 2023**. 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 with a start date to commence by September 1.

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 and questions may be sent to the KCL Director Selection Committee at:  
[kcldirectorsearch@shambhala.info](mailto:kcldirectorsearch@shambhala.info)

**KCL Selection Committee**

Marcelle Gilkerson

James Luck

Elisa Shafa

Donna Williams

Jules Levinson

Ella Reznikova

Donna Stephens

Irene Woodard