

## ***DIRECTOR***

### ***Boston Shambhala Center***

The Boston Shambhala Center , a community of about 175 practitioners, is beginning a search for a new Director. The Center is looking for a Director with a heart connection to the Shambhala Buddhist dharma and excellent communication and administrative skills, to help provide a ground where the teachings, as well as the practice and family and community life of local practitioners, can thrive.

The Director is the principal administrator of the Center. He or she works under the overall direction of the Board of Trustees, in collaboration with the Shambhala Council, which includes the Rusung, the Shambhala Training Director, and other area heads. She or he provides leadership and a point of contact for the Center's members and visitors, including visiting teachers.

Boston is a diverse, cosmopolitan city with many universities, cultural institutions, research hospitals, and entrepreneurial startups. The Boston Shambhala Center is located in a beautifully renovated, community-owned building in Brookline, Massachusetts.

In recent years the Center has experienced steady growth in its public programs and classes. In keeping with Sakyong Mipham Rinpoche's emerging vision, we are eager to extend Shambhala Buddhism to everyone interested in experiencing and working with the discipline of mindfulness, in particular through expanded hosting of visiting teachers and Acharyas. Accordingly, we seek a Director with a strong intention to support the vision and activity of Sakyong Mipham Rinpoche, able to work closely with the Boston Board of Trustees, the Shambhala Council, support staff, and the greater community in expanding and celebrating the precious teachings of Shambhala.

#### ***Principal Responsibilities***

### **I. Planning**

- Work in close collaboration with the Board of Trustees in developing and implementing the strategic goals and priorities of the Center
- Work with the Shambhala Council and the Board of Trustees to develop an annual budget, and report to the Board of Trustees quarterly regarding progress against that budget

- Guide the mix of programs at the Center, balancing financial considerations, the needs and interests of members and newcomers, and in general the vision of Sakyong Mipham Rinpoche.

## **II. Operational Responsibilities**

- Plan, direct, and coordinate day-to-day activities at the Shambhala Center , including management of paid staff
- Manage the Shambhala Council. Oversee Council appointments, developmental activities, and performance reviews, consulting with others as appropriate
- Organize Buddhist holidays such as Harvest of Peace, Shambhala Day, and so on
- Establish and maintain systems for magnetizing and supporting volunteers from the membership to staff practice, study and community events within the Center
- Ensure appropriate management and maintenance of the Center
- Be personally conversant with the software and systems in place at the Shambhala Center and capable of closely managing the Center's systems team

## **III. Communication**

- With the Shambhala Council, work to magnetize major spiritual teachers, Acharyas and social leaders to the Shambhala Center
- Coordinate the activities of the community's practice and study leaders, including the Shambhala School of Buddhist Studies, Shambhala Training, the Education Committee, and the Warrior(s) of the Center
- Ensure the overall health and well-being of the community and its members, working with the Board of Trustees, the Shambhala Council, the Dorje Kasung, the Council of Care and Conduct, and other groups.
- Encourage effective two-way communications between the Center and its members, both personally and through processes and systems such as the Internet, membership processes, and so on
- Facilitate the Center's communication and cooperation with the Office of the President, the governing structures of Shambhala International, and other Shambhala groups world-wide

- Effectively facilitate the Center's networking and cooperation with individuals and groups within the greater Boston metropolitan area, promoting and drawing out the many aspects of enlightened society within the local community
- Represent (and ensure proper representation of) the Shambhala Center to the general public, prospective members, newer students, and visiting teachers
- Ensure that the Center and its programs are publicized effectively and to appropriate audiences

## **Required Personal Qualities and Experience**

A suitable candidate will:

- Be a committed, energetic, and articulate practitioner of Shambhala Buddhism, including Buddhism, Shambhala Training and the Contemplative Arts
- Have a compelling vision for the Boston Shambhala Center and the drive and skill to implement it.
- Have attended or be willing to attend advanced Shambhala programs such as Sutrayana/Vajrayana Seminary and Warriors Assembly
- Manifest loyalty and devotion to Sakyong Mipham Rinpoche as holder of the Shambhala Buddhist lineage
- Be people-oriented, well organized, and able to listen, lead, delegate, and make decisions
- Communicate clearly and precisely both orally and in writing
- Respect and encourage diversity both within the administration of the Shambhala Center and throughout the community
- Be able to work collaboratively with the Office of the President, the governing structures of Shambhala International, the Boston Board of Trustees, the Shambhala Council, and a wide variety of volunteer staff

**The following work experiences are considered to be important foundations for this role:**

- Significant experience in the recruitment and management of volunteer staff

- Preparation of, and accountability for, financial projections and budgets
- Previous demonstrable accomplishment in motivating and managing others in the accomplishment of strategic goals

### **Required Commitment**

**Candidates for Center Director need to commit the requisite time and energy to establish their presence at the Shambhala Center and effectively administer all aspect of staffing, outreach and finance. This entails combining regular daytime hours at the Center with evening meetings and close monitoring of weekend programs and classes.**

**Salary and benefits will be negotiable, depending to some extent on the chosen candidate's needs and qualifications.**

### **To apply for the position:**

**Deadline for all applications is 11/05/04. Please send a letter describing your suitability for this position, along with a resume and contact information for three professional references. Ideally, these materials should be provided in the form of email attachments (Word or text file) to the chair of the search committee. If this is not possible, snail mail to the address provided below.**

Charles Byron, Chair

Search Committee for the Director

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