

Shambhala Meditation Center of New York  
Executive Director Position  
Invitation for Applications  
October 2004

### **Overview**

The Shambhala Meditation Center of New York seeks a new Executive Director to replace Deborah Garrett, who will be stepping down December 31, 2004.

The SMCNY is a vibrant, rapidly growing urban dharma center with 300 dues-paying members and another 500 students at some early stage on the path. The Center's recent focus on broadening has led to record levels of programming and attendance: 100-200 people come to our Weekly Dharma Gathering; 120 students are enrolled in the Shambhala School of Buddhist Studies, and approximately 200 students will attend Shambhala Training Level 1 this year. Programming levels are such that all four meditation halls are in use virtually every weeknight and weekend. Approximately 100 teachers, directors, assistant directors and teaching assistants are engaged in Shambhala and Buddhist courses per semester. Core paid staff has grown to 2 full-time and 5 part-time positions. The Center's annual budget is \$600,000.

The Executive Director works closely with the Board of Trustees on strategy and implementation. He or she is responsible for the administration of the Center, with oversight of operations, finances, human resources and marketing. The Executive Director confers with senior teachers and key members to create a practice & study environment that responds to the dynamic needs of a passionate, diverse and growing community. The Executive Director represents Shambhala in the greater New York contemplative community, and is actively involved in the regional and international mandalas of Shambhala.

The position of Executive Director comes with deep reservoirs of support. Acharya Judy Lief and Acharya Eric Spiegel both have substantial experience and significant relationships with the Center. A highly engaged Board of Trustees is mentoring a new generation of leaders to move into positions of responsibility. Vajra Dawn is an emerging voice for social action. Core staff members are talented, professional and devoted to the Center's well-being.

### **Responsibilities**

The Executive Director will:

- Develop and manage the annual operating budget
- Provide direction and training for core staff and nourish their practice & study, both daily and long-term
- Work with community leaders to:
  - Develop, schedule and publicize programs that respond to community needs and interest

- Identify and develop students to lead and staff the Shambhala School of Buddhist Studies, Shambhala Training and Nalanda Arts
  - Support specialized practices and initiatives such as the Advanced Buddhist Studies program, Vajrayana practice & study, Dorje Kasung, FIRE Gay and Lesbian group, Habitual Patterns, Vajra Dawn, the Rikers Island project, Latino Dharma Outreach, the Park Slope Food Coop program
  - Invite and relate with Tibetan Teachers, Acharyas and other leaders
- Work with the Board of Trustees to develop and implement a strategy for the continued broadening and deepening of our community and programs
  - Represent New York in the regional and international mandalas

### Reporting Relationships

The Executive Director reports to the Chair of the Board of Trustees of the Shambhala Meditation Center of New York. The position requires the approval of the President of Shambhala International.

### Qualifications

Graduate of Vajrayana Seminary and Warrior's Assembly. Excellent management, administrative and organizational skills. Superb communications, team-building and collaboration. Ability to make decisions, get things done. Resilient, energetic and upbeat. Devoted to our world, teachings and practices. Committed to the well-being of our community, fostering openness, diversity and respect.

### Compensation and Benefits

The position requires a 2/3 time commitment, plus selected evening and weekend meetings and events. Salary negotiable, depending on qualifications. Benefits include health insurance and four weeks of paid leave. Commitment to a three-year term.

If a chosen candidate is in a position to relocate to New York City, we would make every effort to help find affordable housing.

### Application and Selection Process

Applications should be submitted by October 31, 2004 to Robert Chender at Shambhala Meditation Center of New York, 118 West 22nd Street, 6th floor, New York, NY 10011 or emailed to [nyshambhala@shambhala.org](mailto:nyshambhala@shambhala.org). Applications should include resume and letter describing one's practice/study background and inspiration to apply for the position. Final candidates will be asked to submit references.

Short-list candidates will be interviewed starting November 1. The final candidate will be chosen by November 30, with a start date of January 2, 2005.

Shambhala Meditation Center of New York  
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New York, NY 10011  
212.675.6544 [www.ny.shambhala.org](http://www.ny.shambhala.org)

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<http://www.shambhala.org/members/centerlists.html>