

Dear Shambhala Community,

Search for new Executive Director of Shambhala Mountain Center

The Shambhala Mountain Center board of directors invites applicants from the worldwide Shambhala mandala to apply to become the new Executive Director of Shambhala Mountain Center. Upon Jeff Waltcher's recent announcement of his retirement, after seven years of sustained leadership in the transformation of Shambhala Mountain Center, and with the support of the Sakyong and President Reoch, we are leading the search to fill this position. Mr. Waltcher has offered to continue to support Shambhala Mountain Center, and its new Executive Director, over the next two years by heading a development campaign for the next phase of the center's growth.

Shambhala Mountain Center is one of the principal international practice and program centers in the Shambhala mandala, personally founded by the Vidyadhara, the Venerable Chögyam Trungpa Rinpoche. It continues to be the site of Shambhala seminaries and other major programs for the Shambhala community, as well as numerous programs each year for newcomers, often led by distinguished teachers from other Buddhist schools and wisdom traditions. The center has a core community of some 65 personnel, which expands up to 130 in the summer months. It attracts over 4,000 program participants annually as well as 10,000 visitors to The Great Stupa of Dharmakaya.

We invite you to submit a letter of interest along with your résumé by February 9th 2005. Please tell us about yourself, what interests you about the position, and what you feel you can bring to this key leadership position in the Shambhala mandala. Also, include all your contact information. We will be reading these over a period of several weeks, and responding to applicants during that time period as well. We will be interviewing candidates in February and March and then presenting our recommendations to President Reoch who is responsible for making this appointment with the blessing of Sakyong Mipham Rinpoche.

Expressions of interest should be sent to Karen Wilding, Chair of the Shambhala Mountain Center board of directors:

(contact info. provided)

Responsibilities and Qualifications of the Director

The Executive Director of Shambhala Mountain Center is appointed by the President of Shambhala with the blessings of Sakyong Mipham Rinpoche. The Executive Director reports to the Board of Directors of Shambhala Mountain Center.

S/he is responsible for the direction, management, health and well being of Shambhala Mountain Center. This includes overall responsibility for program planning and delivery, resource management (both human and financial), community care and environmental protection.

S/he should have excellent communication skills and be able to represent the vision of Shambhala Mountain Center to a wide variety of constituents.

S/he is responsible for building and supporting a senior management team, and leading a resident staff community based on both sound business and Shambhala principles. S/he should be an experienced team leader with a management style based on genuine consultation and communication backed up by clear decision making. S/he needs the ability to create effective team structures and to ensure good communication and collaboration among everyone involved.

S/he is responsible for working with the Shambhala Mountain Center executive management team to develop strategic plans for presentation to the board of directors for approval and support. S/he is then responsible for leading and managing all aspects of implementing the plans.

S/he is responsible with the Board of Directors for the financial well being of the Center. Although the Executive Director will initially have significant support in area of development, s/he needs to be comfortable in a financial environment with limited resources where fundraising and development is a constant theme. Shambhala Mountain is in the middle of a major capital development project. Although the Executive Director will not be responsible for planning or executing it, s/he will need to have a close working relationship with the development team to help ensure its success.

S/he is responsible for hiring senior management, for maintaining an effective management structure and procedures for proper personnel management. As Executive Director s/he will work closely with the Director of Operations, the Director for Staff Path and others specializing in human resource development. S/he should be capable of mentoring and developing other staff so that they can grow into leadership roles and develop the skills needed for that responsibility.

S/he will be expected to evolve the current structures and policies of Shambhala Mountain Center, particularly with a view to strengthening the support given to the resident staff, both as people taking on high-pressure tasks and as individuals on the path.

S/he is responsible for ensuring high quality program planning consistent with Shambhala vision, fulfilling the aspirations of the lineages of

Shambhala.

S/he is a primary channel for communication and collaboration between Shambhala Mountain Center and the rest of the Shambhala mandala including the network of Shambhala Centers, Marpa House and Naropa University in the Front Range.

S/he is responsible for ensuring, together with the Dorje Kasung and others, the protection and physical maintenance of Shambhala Mountain Center, ensuring that the sacredness of the environment is well respected.

The Executive Director will be expected to conform to high ethical standards personally, and set and implement these standards and expectations for all staff.

Additional Qualifications: The following areas will also be used to evaluate an applicant's qualifications for the position:

1. The Executive Director needs to be thoroughly devoted to the lineage of Sakyongs and the Shambhala Mandala. To manifest the authentic presence of Shambhala, she/he needs to be a reasonably accomplished and articulate practitioner on the Shambhala Buddhist Path. Having attended advanced Shambhala programs such as Kalapa Assembly and Vajrayana Seminary is a significant asset.
2. Because the Director endeavors always to manifest genuineness and openness in his/her interpersonal interactions, she/he needs to have deep listening skills and be inclusive in his/her approach to community building.
3. The Executive Director needs the ability to make and communicate clear decisions, to provide consistent leadership with vision, open heart, and practicality, and to act with integrity in the best interests of the Shambhala Community.

Candidates' skills, experience, accomplishments, will also be evaluated in the following areas:

- Clarity of analysis and decision making, capacity for original thinking, problem solving, creativity
- Proven ability to magnetize resources, both human and financial, from diverse sources
- Effective oral and written communication in a variety of contexts
- Administrative competency, including prioritization and time management skills and computer literacy.

Salary/Hours/Benefits

-- The Executive Director is a full time paid position, with a minimum of 40 hours a week.

-- The position is offered for a term of five years.

-- Salary negotiable.

The compensation package also includes housing and meals, health, dental, vacation/retreat benefits