

East Bay Meditation Center Director

The EBMC Director is the Chief Executive Officer of East Bay Meditation. The Director reports to the Board of Directors (Leadership Sangha), and is responsible for the organization's consistent achievement of its mission and financial objectives.

In budget and finance, the Executive Director will:

- Be responsible for developing and maintaining sound financial practices. Oversees day to day finances of the organization.
- Oversee development and fundraising efforts of the organization. Lead the organization in developing a development plan and the successful implementation of this plan.
- Work with the staff, Administrative committee, and the board in preparing a budget; see that the organization operates within budget guidelines.

In program development and administration, the Executive Director will:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Ensure ongoing local programmatic excellence that aligns with EBMC core teachings and values, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.

In relations with staff, the Executive Director will:

- Develop and maintain the organization's human resource policies. Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Provide Collaborative supervision and maintain a climate, which attracts, keeps, and motivates a diverse staff of top quality people.

In communications, the Executive Director will:

- See that the Board is kept fully informed on the condition of the organization and all important factors influencing it.
- Oversee the communication of activities of the organization, its programs and goals.
- Actively engage and energize volunteers, committees, partnering organizations, and funders.

Education and Experience

- A person who understands the mission and core teachings of the EBMC center
- Previous experience and education in non-profit management, human resources, finance, business
- Previous development and fundraising experience is a requirement
- 5+ years of progressive leadership and management experience.
- Post secondary education in non-profit management, social sciences, human resources, community development, communications, design or adult education is an asset

Knowledge, skills and abilities

- Demonstrated ability and experience of working within multicultural communities
- Strong written and oral communication
- Knowledge of communications strategies and marketing strategy
- Knowledge of the management of volunteer resources

Working conditions

- EBMC director will work in a Buddhist center environment
- Will be required to work some evenings and weekends occasionally.
- Reports directly to Board.
- 30-40 hour a week schedule, but may require additional hours at various times.
- Hours worked will be primarily at the EBMC center
- Compensation: Competitive salary commensurate with experience.

APPLICATION PROCESS

Please submit a cover letter, resume, supplemental questions, and salary history to raquel@eastbaymeditation.org by September 25, 2013 at 5p.m.. No telephone calls please. **East Bay Meditation Center is an equal opportunity employer and we place a high value on workforce diversity.**

Supplemental Questions for East Bay Meditation Center Director

Please respond to the following questions, using no more than a page per response. Your responses will be reviewed and scored based on relevance of your answers and writing quality. Please send the completed form to Raquel@eastbaymeditation.org with other application materials. Thank you.

- 1) Please share with us why you are interested in working at EBMC and in this position.

- 2) Please describe your experience in the areas of Fundraising / Development and non-profit Finances. Please indicate experience/employer and dates.

- 3) A core competency for this position is to be able to develop positive and collaborative relationships with staff and a Leadership Board. Please describe your experience leading staff teams and/or working with an advisory/leadership volunteer body. Please indicate experience/employer and dates.

- 4) A core value of the East Bay Meditation Center is diversity. Please describe your experience and skills that demonstrate your ability to work with a diverse community.