



## **JOB OPENING: EXECUTIVE DIRECTOR**

IMS is now accepting applications for the position of Executive Director. If you are a people-oriented leader with a collaborative leadership style and a strategic thinker with strong communication skills, this could be a great opportunity both to deepen your connection to Buddhism and to make an important contribution. IMS is a healthy, mature organization, 40 years old this year, serving a well-established and growing community. IMS's facilities are set among 400 secluded wooded acres in the quiet countryside of central Massachusetts. Reporting to the Board of Directors, the Executive Director (ED) has overall strategic and operational responsibility for IMS's staff, programs, and the execution of its mission.

### **RESPONSIBILITIES:**

#### **Organizational Leadership**

1. Provides leadership to enable the Board, teachers, staff and volunteers to effectively realize IMS's mission, vision, strategic plan and other initiatives.
2. Guides and maintains an organizational culture consistent with IMS's values and Buddhist precepts, and which supports a spiritual refuge for intensive meditation practice.
3. Represents IMS's vision, mission, values and goals in a manner appropriate to all relevant constituencies.
4. Communicates IMS's commitment to diversity and inclusion; supports staff, teachers, volunteers, and Board members in developing greater cultural competency.
5. Collaborates with the Resident Teachers to support the Staff Sangha Program and to realize service as an expression of dharma practice.
6. Meets periodically with co-founders and Guiding Teachers to provide updates on conditions and operations; consults them on matters requiring their consideration; addresses concerns, and supports program development.
7. Welcomes all teachers and sees that they have the support they need to offer the teachings and to hold the retreat space for yogis.
8. Maintains cordial and healthy relations with the surrounding community, other Theravada Centers, and the Buddhist community as a whole.

#### **Governance**

1. Serves as an ex-officio member of the Board of Directors and serves on all Board Committees.
2. Supports the Board of Directors and each Board Committee in the development and realization of IMS's vision, mission and goals.
3. Periodically meets and collaborates with the Board President regarding meeting agendas, initiatives and other issues that arise.
4. Maintains open and informative communications with the Board; ensures that the Board receives complete and timely information, and that necessary follow-up is identified and performed.
5. Assesses organizational needs and issues; makes recommendations to the Board for addressing them, as appropriate.

#### **Management of Outreach, Administration, and Operations**

1. Ensures that outreach and communications are effective in reaching target audiences as evidenced by the number of people attending retreats.
2. Ensures the accomplishment of annual and long-term fundraising goals by developing and implementing fundraising programs and cultivating relationships with donors.
3. Develops and oversees implementation of the annual budget, maximizing resources to ensure IMS's operational and long-term financial stability.
4. Assesses and prioritizes short and long-term facilities needs.
5. Hires, supervises and collaborates with operational and administrative managers.

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6. Provides support and guidance for managers to promote their individual development and effective functioning within and between departments.
7. Uses best management practices to support staff performance and retention.
8. Maintains open and informative communications with staff for the purpose of staying connected to and aware of their interests, ideas, and concerns.
9. Assesses organizational staffing needs and recommends appropriate staffing levels to keep IMS functioning at an optimal level.
10. Works with managers to ensure IMS's compliance with applicable regulations and best practices.

## QUALIFICATIONS:

### Qualities

1. Commitment to a meditation practice, preferably in the Insight Meditation tradition.
2. Dedication to and love of IMS; preferably considers IMS a spiritual home.
3. Commitment to providing leadership in creating a diverse and multicultural sangha.
4. Enthusiasm, integrity, high energy, and a positive attitude; is mission-driven and self-directed.
5. Curiosity, compassion, and interest in people.
6. Collaborative, transparent, inclusive leadership style.

### Skills and Experience

1. Five or more years experience in leadership and management in a service oriented sector.
2. Demonstrated skills in working with diverse and multicultural groups.
3. Experience with budgeting, financial reporting, and managing a budget.
4. Ability to coach staff, develop and manage teams, set and achieve strategic objectives.
5. Demonstrated management skills, including planning, delegating, program development and task facilitation.
6. Effective decision-making experience that balances input and process with the need for timely decisions, and which incorporates the tactical details of day-to-day concerns into big picture strategic considerations.
7. Highly developed interpersonal communication skills, demonstrating inquiry, active listening and empathy.
8. Strong communication skills, both written and verbal.
9. Financial management experience at an executive level, including budget preparation, analysis, decision-making and reporting.
10. Past success working with a Board of Directors and the ability to cultivate Board member relationships.
11. Fundraising experience, including cultivation, appreciation, asking, or a willingness to learn.

### To Apply:

Qualified applicants, please email your application (cover letter and résumé) to the HR Manager at [hr@dharma.org](mailto:hr@dharma.org). Note that applicants must have prior authorization to work in the US.

Position will ideally start in the 4<sup>th</sup> quarter of 2016. Please note your availability to start in your application.

Application deadline: **September 15, 2016.**

IMS is an Equal Opportunity Employer

*IMS is a spiritual refuge for all who seek freedom of mind and heart. We offer meditation retreats rooted in the Theravada Buddhist teachings of ethics, concentration and wisdom. These practices help develop awareness and compassion in ourselves, giving rise to greater peace and happiness in the world.*