

Executive Director of the Halifax Shambhala Centre Position Description

As Chief Executive of the Halifax Shambhala Centre, the Director is responsible to the Sakyong and ensures that all aspects of centre operations function coherently, in alignment with Shambhala vision. S/he chairs and works closely with the Halifax Shambhala Centre Governing Council, which provides support and guidance through written governance policies that define the centre's values and goals. Holding the view of Basic Goodness, the Director is responsible for implementing and achieving stated goals in collaboration with the staff. S/he is also the public spokesperson for the centre, and the primary link between the centre and the higher governing bodies of Shambhala.

As Chief Executive, the Director of the Halifax Shambhala Centre is responsible operationally for:

- Sustaining a practice environment at the Centre that fosters a culture of kindness and is inviting for new and long-time students. Leading by example in the practice and study of Shambhala Buddhism.
- Exercising exemplary leadership through the practice of The Six Ways of Ruling.
- Ensuring high quality program planning consistent with Shambhala vision.
- Working collaboratively with members of the Centre staff and Governing Council to implement governance policies and long-range goals, including outreach and physical expansion of the Centre.
- Upholding effective and fair hiring and personnel management practices, including monitoring staff performance, conducting performance evaluations and facilitating processes for staff training and development.
- Fostering a climate of trust in which staff members feel confident and inspired to contribute and achieve personal and collective goals.
- Working with the Governing Council and designated working group(s) to raise funds from a variety of sources and promote a stable base of financial and community support for the Centre.
- Providing timely financial reporting and analysis throughout the year, and presenting a budget to the Governing Council for each new fiscal year.
- Ensuring that the physical environment of the Centre is uplifted, respected and

protected, and that the maintenance of the grounds and building meets standards of safety and accessibility, consistent with Shambhala teachings and Council policies.

- Acting as the Centre's principal spokesperson to sangha members and program participants, and to the media, government, leaders and residents of the local community.
- Ensuring, through participation on the Dekyong Council and other appropriate means, that members of the Shambhala community are informed about significant developments at the Centre and have opportunities to provide input.
- Reporting to the Sakyong, President of Shambhala and Kalapa Council on the well-being of the Centre, and communicating their views and advice to the Governing Council and community, as requested.

Qualifications for the position of Executive Director of the Halifax Shambhala Centre include:

- Manifest loyalty and devotion to the Lineage of Sakyongs and the vision of Shambhala, as proclaimed by the Dorje Dradul and Sakyong Mipham Rinpoche
- Completion of Vajrayana Seminary and Rigden Abisheka, and active commitment to advanced Shambhala Buddhist practice
- Familiarity with 'The Six Ways of Ruling' and the principles of Shambhala governance
- A strong background in leadership, with well-developed interpersonal and decision-making skills, including a demonstrated ability to address and resolve conflict in inspiring ways
- An ability to motivate and work well with others, seek and welcome suggestions and advice, and reach decisions that take into account the wealth of others' views and experience, while remaining true to the lineage vision and governance of the mandala as a whole
- Respect for and sensitivity to cultural diversity, both within the administration of the Shambhala Centre and throughout the community
- Excellent verbal and written communication skills
- An ability to lead by example and manifest patience, kindness, lungta and humour

Additional assets:

- Organizational and managerial skills in the areas of program planning and delivery, project and resource management (both human and financial), community care, service mentoring and training, team-building, leading meetings and other group processes
- Knowledge and experience in fundraising
- Experience as a teacher and meditation instructor

Required commitment

The time commitment is 35 hours/week. The Executive Director's responsibilities will involve a flexible combination of regular weekday hours, some evening meetings, and on certain occasions, attendance at weekend programs. Applicants from outside Halifax must be willing to relocate; applicants from outside Canada will be advised on how they might satisfy immigration requirements as clergy. Candidates are asked to make a three to five year commitment. The ideal candidate would be able to assume his or her duties by Shambhala Day 2012, beginning with a month-long transition period.

Salary and Benefits

The annual salary is \$35,000, with potential increases as Centre finances permit. Benefits include 2 weeks paid vacation, 2 weeks paid practice leave, free tuition for Halifax Shambhala Centre programs, and a discount on all Shambhala programs throughout the mandala. Insurance coverage is available. Merit is immeasurable.

APPLICATION PROCESS

Please email your application to Mr Robert Vogler, chair of the Halifax Shambhala Centre Governing Council recruitment committee, at HSCDirectorSearch@gmail.com, including a letter describing your suitability for this position along with a resume and contact information for three professional references. These materials should be provided via email (as attachments).

The deadline for applications is January 31, 2012. Applications will be reviewed by the recruitment committee. The appointment will be made by the Kalapa Council and is expected to take effect by Shambhala Day 2012.

If you have questions or would like more information, please contact Bob Vogler at the email address above.