



# SHANTIDEVA CENTER

## Seeks a suitably qualified and experienced Dharma student to serve as Center Director

We are looking for an experienced, dynamic, hands-on director, who can motivate, support and lead staff and volunteers at Shantideva Center. The director will ensure that the center provides the best possible service to all sentient beings and fulfils the vision of Lama Zopa Rinpoche.

Shantideva Center is a small but growing non-residential teaching center located in Brooklyn, New York. Its purpose is to provide opportunities for study and practice of the Buddhist path, enabling Dharma students to develop their natural compassion and wisdom. Shantideva Center is affiliated with the Foundation for the Preservation of the Mahayana Tradition (FPMT).

Shantideva Center currently hosts programs for students at different levels and rents beautiful space that is shared with a yoga center. While there is not currently a resident teacher, the center has hosted many precious and dynamic visiting teachers including Lama Zopa Rinpoche, His Eminence Ling Rinpoche, Venerable Amy Miller, Geshe Sherab, Venerable Robina Courtin, Venerable Thubten Chodron, Venerable Sangye Khadro, and many others.

The position of center director is usually for two years and is renewable if it is considered beneficial.

This position currently does not have a stipend, but this can be discussed with the center's board.

**Core responsibilities will be determined by Shantideva Center's requirements and FPMT policy, and include but are not limited to:**

- Develop and direct the center towards the fulfillment of the FPMT mission while maintaining the greatest possible harmony within the center.
- Understand and maintain FPMT policies and guidelines, legal and ethical compliances.
- Foster clear communication and encouraging members of the community to take an active role in the center development.
- Manage and support the Spiritual Program Coordinator in creating a robust calendar of teachings, meditation, practices and retreats in line with FPMT standard education programs.
- Ensure the financial health of the center, including budgeting available income, fundraising activities, and fostering, building and maintaining relationships with donors and our supporting community.
- Oversee all areas of the center's services, including the management and care of members and volunteers, teacher care, regular weekly Buddhist study, practice, and meditation programs, center promotion, the upgrading of administrative and marketing strategies, and maintenance of center premises.

- Liaise well and manage relations with the FPMT's North American and International offices, interfaith communities, and local authority, bank, auditors, suppliers and the wider community.
- Represent the center at community events and FPMT national and international meetings where possible.

**Selection Criteria:**

- Devotion to, or at least sincere respect for Lama Zopa Rinpoche, and familiarity with and a commitment to the work and values of the FPMT organization. Previous experience as an FPMT Center or Project Director, Spiritual Program Coordinator, and/or Board of Directors member, is a strong plus.
- Enthusiasm for Dharma practice.
- Proven inclusive leadership and excellent, intelligent, mindful and compassionate people management skills.
- A good working knowledge of Tibetan Buddhism, and sensitivity to Tibetan culture and its protocols.
- Ability to work flexible hours, especially during retreats and events.
- Demonstrated ability to work co-operatively and harmoniously with others.
- Excellent verbal and written communication skills.
- Computer literacy, together with an understanding of the potential, capabilities, and responsibilities of social media.
- Demonstrated ability to prioritize and manage time effectively.
- Patience, compassion and a sense of humor!
- Ability to provide a background check.
- For international applicants, a legal right to work in America.

**To apply:** Please send your professional resume and a cover letter explaining your interest in this position, outlining your experience with FPMT, and outlining your experience with the dharma, along with 2 references (one dharma and one professional) to [board@shantidevanyc.org](mailto:board@shantidevanyc.org). Please direct all inquiries to the same address.

For further information about Shantideva Center, please visit our website: [www.shantidevanyc.org](http://www.shantidevanyc.org).