



Barre Center for Buddhist Studies

The Barre Center for Buddhist Studies is looking to hire a new **Executive Director** (ED).

This is a long-term senior position, combining both the executive leadership of the non-profit organization as a whole with the hands-on management of all aspects of BCBS staffing and operations. The new Executive Director will take over the administrative functions of the current Executive Director, who will remain at BCBS in the role of Senior Scholar, as well as many of the duties and responsibilities of the current Center Manager.

REPORTING RELATIONSHIPS:

The Executive Director reports to the Board of Directors.

RESPONSIBILITIES:

The Executive Director embodies in values, style, and practice the mission of BCBS.

The Executive Director is responsible to the governing Board of Directors for implementing all policy decisions of the Board and for the administration of all programs and services provided by the Barre Center for Buddhist Studies.

The Executive Director is responsible for the employment of such staff and outsourced services as are essential to the implementation of Board policies.

The Executive Director builds close relationships with key stakeholders, including board members, staff, students, visiting teachers, donors and funders, and the community at large.

The Executive Director is devoted to maintaining the commitment of stakeholders to the pioneering work of the study center, ensuring internally and externally the integrity, collaborative interpersonal relationships, and dedication to quality that must be BCBS's hallmarks.

Specifically, the Executive Director:

- Ensures that, in partnership with the governing Board and in collegial consultation with staff, volunteers, colleagues, and external stakeholders the mission and vision of BCBS are carried out effectively, efficiently, consistently, collaboratively, and to the highest standard of ethics.
- Through personal experience and example, has a deep understanding of the relationship between the study of the Buddhist tradition, the practice of meditation, and the transformative impact the integration of these can have on both personal and collective well-being.

- Anticipates changing community needs with vision and imagination, initiates long-range strategic and operational planning, and is responsible and accountable for the business-like implementation of all such plans – while feeling totally comfortable with the management values of a nonprofit mission-driven organization where businesslike achievement is accomplished very differently from traditional corporate command-and-control stereotypes.
- Oversees the administrative and fiduciary functions of BCBS by recruiting, training, closely supervising, nurturing, mentoring and delegating duties and responsibilities to a dedicated, disciplined, and able staff whose morale is important to the Executive Director and with whom he/she identifies collegially.
- The Executive Director will lead transparently and by example, by careful listening and synthesis of interests, and by analysis and persuasion.
- The Executive Director will accept ultimate responsibility for all administrative and personnel decisions, even if, after due consideration, in serving the greater interests of BCBS and its constituents such decisions are unpopular.
- Leads strongly as an effective fundraiser, works closely with Board members and staff to identify, cultivate and solicit potential major charitable investors from both public and private sources in support of BCBS programs. Understands the role of planned giving in meeting long-term operating and capital/endowment needs.
- Represents BCBS with heartfelt passion, demonstrated commitment, authenticity, and deep conviction. Is able to establish among staff, Board, teachers, and participants in BCBS programs a caring culture that enhances interpersonal relationships and commitment to BCBS.
- Demonstrates a high level of business acumen in constructing and managing budgets, overseeing revenues and expenditures, carefully monitoring and projecting cash flow; has experience in maintaining internal controls and financial discipline, and working with the Board and its finance committee to ensure financial wellbeing.
- In addition to business acumen, demonstrates mindfulness, empathy, openness and flexibility, the ability to listen and communicate, the understanding of the underlying values of both academic study and contemplative practices, and the entrepreneurial ability that will enable the Executive Director, with the support of the Board, to maintain long-term financial stability while always remaining centered on core values and mission.

PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

The ideal candidate may be from any academic, humanities, scientific, or business/professional background. The ideal leader is expected to embody those qualities of mindfulness, empathic concern, and compassion for which contemplative practitioners strive and to be wholly resonant with the values of practitioners. He/she must value open-hearted, authentic, and inclusive personal relations, and will live the core values upon which BCBS is founded.

The ideal candidate will also have:

- Extensive hands-on management experience and proven leadership ability, including experience and comfort in partnering with a governing board, with a broad array of analytical/intuitive, entrepreneurial, implementation, and executive skills transferable to a complex nonprofit institution.
- Experience in the maintenance of organizational financial sustainability, in leading complex organizations at times of financial challenge, in working openly and collegially through difficult decisions; ease in living with ambiguity. An understanding of the relationship between efficiency and effectiveness and the ability to balance these considerations consistent with BCBS' mission.
- Highly developed communication and fundraising skills, comfort with development of long-term relationships with donors. The ability to encourage a culture of philanthropy, to project and promote the mission of BCBS, to capture the excitement of personal and institutional stories, and to augment friendships and funding sources throughout the community.
- Ability to identify, recruit, mentor, and retain able staff, evidence of the mature administrative ability to be accessible and present to all constituencies and to cultivate a culture of accountability – including a willingness to evaluate performance candidly and, when necessary, to make difficult personnel decisions – while at the same time being dedicated to a collaborative and nurturing style, able fully to engage and empower staff by effective delegation and partnership.
- Exceptional compassion, centeredness and maturity, gravitas, listening skills, durability and adaptability, high positive energy, and a healthy sense of humor.

TIMETABLE:

We encourage you to submit your applications (cover letter and CV) electronically to: bcbsEDsearch@dharma.org. Applications will be reviewed throughout December and January, interviews will be conducted in February, and it is hoped that the new Executive Director will be confirmed by the Board of Directors in early March of 2012. The actual start date is flexible. Please submit any inquiries to the above e-mail address.

COMPENSATION:

Negotiable, based on experience and salary history, estimated in the range of \$65,000 - \$75,000, with excellent benefits. On-campus housing is also a possibility if appropriate.