

JOB OPENING: DIRECTOR OF IMS ONLINE

The Director of IMS Online is responsible for the ongoing development, delivery, and evaluation of the online unit and its programming, and for best use of technology to support a positive user and teacher experience. They provide vision and business leadership and are responsible for the evolution and impact of online programming and strategy as part of IMS's core mission. This position may be remote.

IMS Online develops and delivers the highest quality dharma programs, retreats, and events for beginner and experienced meditators. Rooted in the early Buddhist teachings of ethics, concentration, and wisdom, IMS Online serves as a platform for expanding access to teachings and practices that help develop awareness and compassion, giving rise to greater peace and happiness in the world.

Primary Responsibilities

Strategy and Vision

- With ongoing input from stakeholders and external experts/data, partner with the Executive Director in charting a coherent and sustainable strategy for IMS Online that encompasses programming, technology, marketing, and staffing. Revisit/revise as necessary.
- Serve as thought leader/influencer within the IMS ecosystem, developing deeper shared understanding of best practices among constituents.
- Maintain essential agreements for technology platforms and content providers that address content ownership, compensation model, and other considerations that govern operations and primary relationships.

Program Development

- Responsible for developing and publishing all IMS Online programs, in partnership with IMS teachers, IMS Online staff, and internal stakeholders.
- Lead the internal program approval process with IMS leadership and Guiding Teachers.
- Recognize potential issues during program development; identify and implement smart solutions that support planned marketing and delivery dates.
- Lead or participate in meetings and team activities related to curriculum design and development.
- Ensure ongoing development and maintenance of a simple, stable user portal to facilitate enrollment, course completion and all associated financial transactions.
- Develop and maintain online learning policies and best practices.

Technical Duties & Responsibilities

- Ensures the necessary technical infrastructure to ensure a consistently reliable, user-friendly experience for teachers and students alike.
- Remain aware of all emerging instructional technologies that may enhance program offerings. Make strategic assessments and recommendations about programming and technology.

Training Responsibilities

- Design, develop and deliver on-line training to teachers and staff as needed to support teaching and learning.
- Develop and present simple training tools for students on the use of instructional technologies.
- Advise teachers regarding program design and accessibility.

Administrative Responsibilities

- Manage all aspects of the IMS Online department.
- Supervise staff and vendors to ensure maintenance of hardware, software, project documentation and files, and schedules.
- Recruit and select qualified staff and other support resources to deliver all facets of IMS Online programming and technology.



- Partner with core IMS business unit leaders (Finance, Development, Marketing, Registration, IT) as needed to ensure proper integration and performance of essential IMS Online programs and operations.
- Develop IMS Online annual budget, and effectively manage financial resources.
- May be required to work irregular hours including evenings and weekends to support teachers, students and online program offerings.
- Support and protect silent retreat environment on campus; uphold ethical principles.

Qualifications/Experience

- Experience with and understanding of Vipassana meditation required.
- Five years of progressive experience in program development and online learning. Experience in an entrepreneurial environment a plus.
- Excellent organizational, planning, communication, and interpersonal skills.
- Demonstrated familiarity with learning management systems and various tools for instruction and assessment
- A strong customer service background with a commitment to providing a high level of service
- In accordance with IMS's Mandatory COVID-19 Vaccination Policy, you will be required to provide documentation of full vaccination with the COVID-19 vaccination, including the applicable booster shot, prior to beginning employment. A photo or scanned image of both sides of your COVID-19 vaccination card fulfills the documentation requirement.

Position Now Open

Qualified applicants: Please send a résumé and cover letter to IMSjobs@dharma.org.

This is a full-time, 40 hours/week position offering health, dental and vision benefits, Flexible Spending Account, meal plan options, generous paid time off, and staff meditation resources.

Consistent with the Americans with Disabilities Act (ADA) and Massachusetts law, it is the policy of IMS to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact Human Resources at HR@dharma.org.

Insight Meditation Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.