



Director of Operations for Shambhala Global Services

The Director of Operations for Shambhala Global Services is responsible for overseeing the administration, programs and operations of Shambhala Global Services and working closely with the Shambhala Board to develop and implement Shambhala Global Services operational mission and goals. Other duties include oversight of financial, fundraising, programming, communications, and community care staff. The position reports directly to the Shambhala Board of Directors.

GENERAL RESPONSIBILITIES:

Governance: Works closely with the Shambhala Board and the Four Pillars in order to provide management oversight of the functions and programs of Shambhala Global Services (SGS) and to coordinate with Shambhala Europe. Responsible for leading SGS in a manner that supports and guides the activities and programs of SGS as defined by the Board of Directors.

Coordinates with the Shambhala Board on the development of a yearly and multi-year SGS strategic plan and operational goals. Responsible for regularly communicating with the Board and providing information necessary for the Board to make informed decisions and to exercise the Board's fiduciary and legal responsibilities. Works closely with the Board to support good communication with the Shambhala Process team and other constituents of the Shambhala community.

Financial Performance and Viability: Working closely with the Finance Officer, is responsible for the fiscal integrity of SGS, including submission to the Board of a proposed annual budget, monthly financial statements, and quarterly and yearly financial reports to the Shambhala community which accurately and transparently reflect the financial condition of the Shambhala community. Provides leadership, direction and coordination to the SGS Financial Officer, Development Director and other department heads to operate SGS within the approved budget and maintain SGS in a positive financial position. Works closely with the SGS Development Director in direct support of donor relations and fundraising campaigns. Is responsible for insuring timely tax returns and complying to the non-profit requirements of SCAN and SUSAN.

Operational Management: Oversees and manages resources to ensure that the operations of the international organization meet approved goals and objectives. Responsible for the effective administration of all organizational functions including Finance, Center and Member Support, Care and Conduct, Development, Practice & Education, Shambhala Online, Kalapa Publications, IT and Marketing and Communications. Responsible for the hiring, supervision, development and retention of qualified staff.

Community Care: Provides leadership to Shambhala Global community to support a safe, inclusive, diverse and caring Shambhala community. Provides leadership, direction and coordination to the SGS Director of Community Care and Conduct and works with them to insure the effectiveness and success of management and monitoring of Community Care training, policies and procedures including the Shambhala Care and Conduct policy and any successive policies.

Communication: Works closely with SGS Marketing and Communication Director to insure regular and informative communication to the Shambhala community of SGS programs, plans and operations. Represents SGS to other Shambhala entities and other outside groups.

Qualifications:

1. Transparent and high integrity leadership.
2. Five or more years non-profit management experience.
3. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
4. Strong organizational abilities including planning, delegating, program development and task facilitation.
5. Ability to convey a vision of SGS's strategic future to staff, board, volunteers and donors.
6. Experience developing, implementing and/or managing programs of diversity, inclusivity and ethical conduct.
7. Knowledge of fundraising strategies and donor relations unique to non-profit sector.
8. Strong written and oral communication skills.
9. Ability to interface and engage diverse volunteer and donor groups.
10. Demonstrated ability to oversee, develop and collaborate with staff.
11. Personal connection to the Shambhala teachings and community.
12. Strong public speaking ability.

Job Responsibilities:

1. Planning and operation of annual budget.
2. Report to and work closely with the Board of Directors to seek their involvement in policy decisions and other strategic issues.
3. Manage the day-to-day operations of SGS including supervising and collaborating with SGS staff.
4. Coordinates operational activities with Shambhala Europe.
5. Serves as a Shambhala Global Service spokesperson to Shambhala members.
6. Establish and maintain relationships with other Shambhala organizations.

7. Operational planning and implementation.
8. Oversee organization staff and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the Board of Directors.

Salary Commensurate with experience and other qualifications. Quality benefits package includes health and PTO

Email resumes to: Board@Shambhala.org