



LAND OF MEDICINE BUDDHA
A CENTER FOR HEALING AND DEVELOPING A GOOD HEART

Job Description: Executive Director (ED)

Reports to: The Board of Directors

Position Status: Full-time exempt employee

Work Status: Must be legally able to live and work in the United States

Land of Medicine Buddha (LMB) is a beautiful FPMT* Tibetan Buddhist residential center located in Soquel, California, USA.

Overview: The Executive Director is in charge of overseeing our strategic vision and leading business decisions to ensure overall stability and growth. Duties include collaborating with our leadership teams, implementing strategic plans for the center's development and managing relationships with our on-site and larger community.

The ideal candidate will be a kind, warm-hearted individual who values harmony and is comfortable working in a dynamic environment that welcomes a variety of spiritual teachers and practitioners, guests, staff members and volunteers.

Job Responsibilities:

- Work in conjunction with the Spiritual Program Coordinator and Team to support LMB's mission, programs and spiritual teachers. Follow the five Buddhist lay precepts when on-site**.
- Collaborate with the Board of Directors to identify, create and implement strategic plans to actualize business objectives.
- Identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic business functions.
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements.
- Develop the organizational culture and promote transparency and collaboration throughout the organization.
- Develop partnerships with community stakeholders and other relevant parties.
- Identify potential risks and opportunities within the organization and its environment to protect business interests.
- Identify potential sources of investment and organize fundraising efforts.
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the company's message.
- Provide oversight to ensure LMB's buildings, land and assets are maintained and developed.
- Collaborate effectively with directors of LMB special projects: 100,000 Stupa Project, Kshitigarbha Pureland, Tara Home, Tara Redwood School and The Wish-Fulfilling Temple.

Regarding our affiliation with FPMT:

- Understand and maintain FPMT policies and guidelines, legal and ethical compliances.
- Manage and support the center program in line with the FPMT Five Pillars of Service***.
- Liaise well and manage relations with the FPMT International and North American offices, attending regional and international FPMT meetings and training events.
- Familiarity with and a commitment to the work and values of the FPMT organization.
- Previous experience as an FPMT Center, Project, or Service Director, Spiritual Program Coordinator, and/or board member, is a strong plus.

Qualifications/Experience:

- Devotion to, or at least sincere respect, for LMB’s Spiritual Director Lama Zopa Rinpoche.
- Minimum Bachelor’s Degree (in business and/or management-related fields preferred) and executive leadership experience.
- Excellent understanding of finance-related performance standards
- Proven ability to develop and execute financial strategies
- Excellent written and verbal communication skills
- Demonstrated knowledge of corporate and regulatory best practices
- Organization and leadership skills
- Strategic thinking and analytical skills

Compensation: This is a full-time exempt position offering a salary commensurate with experience. Possible room and board.

How to Apply: We invite serious candidates to submit a letter of interest along with a resume or CV to amymiller@medicinebuddha.org. In your letter, please specifically address your qualifications and experiences as they relate to the job requirements listed above.

Land of Medicine Buddha is an equal opportunity employer and seeks diversity with respect to race, ethnicity, culture, religion, gender, age, sexual orientation, and physical abilities.

**Foundation for the Preservation of the Mahayana Tradition (fpmt.org)*

***The five lay precepts are the foundation of ethics for all persons performing duties, responsibilities or actions for on behalf of LMB. The precepts are not to kill, steal, engage in or commit sexual misconduct, lie, or take intoxicants (including alcohol, recreational drugs, and tobacco products).*

****Five Pillars of Service:*

1. *Dharma*
2. *Universal Education for Compassion and Wisdom*
3. *Social and/or Community Service*
4. *Interfaith Activities*
5. *Revenue Generation Activities*