



LAND OF MEDICINE BUDDHA

A CENTER FOR HEALING AND DEVELOPING A GOOD HEART

Job Announcement: Executive Director (ED)

Reports to: The Board of Directors

Position Status: Full-time exempt employee

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

About Us: [Land of Medicine Buddha](#) (LMB) is an FPMT Tibetan Buddhist center located in Soquel, California, USA. We support the transformation of spiritual teachings into experience through active study programs, group rentals, and contemplative retreat. We also offer people the meditative tools to recognize the nature of their minds and achieve their highest potential for the benefit of all. As a spiritual community serving the needs of practitioners in all traditions, we are nurtured by the vision of our founder Lama Thubten Yeshe and our Spiritual Director Lama Zopa Rinpoche as well as by the blessings of the many amazing teachers who have visited LMB, the holy objects found at LMB, and the beauty of our 108-acre forested property. LMB offers a [spiritual program](#) taught by resident and guest teachers as well as a [bookstore and gift shop](#). LMB is affiliated with the [Foundation for the Preservation of the Mahayana Tradition](#) (FPMT), and part of the international FPMT network.

Overview: We are seeking a strategic, forward-thinking executive director to work in partnership with the LMB Board of Directors (Board). The ED is responsible for the overall leadership of LMB, assuring high-quality, mission-driven programs and services; effectively advocating and fundraising on behalf of LMB; and leading staff towards the achievement of LMB's mission and vision. The ideal candidate will be a warm, kind-hearted individual who values harmony and is comfortable working in a dynamic environment that welcomes a variety of visitors, guests, spiritual practitioners, and staff members. In addition to working with the Board, the ED also works closely with LMB's management team, which includes the Center Manager (CM) and Spiritual Program Coordinator (SPC). LMB collaborates with and is supported by FPMT International Office and the FPMT North America regional office.

Job Responsibilities

- *Spiritual Leadership:* Support LMB's mission, programs and spiritual teachers. Follow the five Buddhist lay precepts while taking part in LMB-related work (see below). Understand and maintain FPMT policies and guidelines, legal and ethical compliances.
- *Board Leadership:* Work with the board and relevant committees to support effective governance and develop and maintain sound policies. Communicate regularly about LMB activities, financial status, and priorities, including providing timely and accurate updates, so the board can make informed decisions.
- *Strategic Leadership:* Work with the board to develop and implement a strategic plan with short and long-range goals and objectives. Maintain a working knowledge of significant developments and trends in the Buddhist and wellness community and recommend programs or services to address those trends to increase LMB's ability to fulfill and expand its mission.
- *Personnel Leadership:* Direct, coach, and develop LMB's paid and volunteer staff of Sangha members (monks and nuns) and lay individuals. Assess LMB's staffing needs, supervise recruitment and hiring of staff for new or existing positions. Oversee efforts to develop a strong volunteer presence to build

community and expand LMB's ability to meet its mission.

- *Programming Leadership:* Work closely with staff to maintain and expand LMB's educational and facility rental programs. Manage and support the center program in line with the FPMT Five Pillars of Service. Collaborate effectively with managers of LMB special projects ([100,000 Stupa Project](#), [Ksitigarbha Pureland](#)) and directors of programs on LMB land ([Tara Redwood School](#), and [Tara Home](#)), maintaining oversight of financial status and collaborating on operational issues.
- *Fundraising Leadership:* Work closely with Fundraising Team to formulate short- and long-term goals to develop robust coordinated efforts that will help meet LMB's financial needs. Develop and implement actionable strategies to meet and exceed goals through individual donations, sponsorships, fundraising events, and grants.
- *Marketing and Communications Leadership:* Represent and advocate for LMB's programs, services and mission to LMB community members, the media and public. Oversee marketing strategy to make best use of LMB's web and digital presence to promote LMB's programs and events.
- *Fiscal Management Leadership:* Work with Finance Team to prepare annual budget and oversee development of monthly statements that accurately reflect LMB's financial condition. Analyze performance of and take action to ensure LMB income streams (facility rentals, education programs, and fundraising) cover LMB's monthly expenses. Comply with government rules, regulations, and reporting requirements.
- *Administrative Leadership:* Implement best practice Human Resources processes, including maintenance of employee documents and completion of regular performance assessments. Provide oversight to ensure LMB's buildings, land and assets are maintained and developed. Liaise well and manage relations with the FPMT International and North American offices, attending regional and international FPMT meetings and training events.

Qualifications/Experience

- Familiarity with and a commitment to the work and values of the FPMT organization and Buddhist philosophy. Devotion to, or at least sincere respect, for LMB's Spiritual Director Lama Zopa Rinpoche.
- Previous experience as an FPMT Center, Project, or Service Director, Spiritual Program Coordinator, and/or board member, is a strong plus.
- Minimum of three years' experience in a management position, preferably with at least one year as an executive director.
- Fiscally-responsible, entrepreneurial mindset with the ability to balance multiple, competing priorities and skills in mobilizing limited resources with maximum effect.
- Ability to manage multiple projects and make short-term and immediate decisions to solve problems with an eye toward addressing recurring problems and long-term needs.
- Excellent oral and written communication skills with ability to represent LMB effectively to its members, donors and the public with a commitment to working for the greater good.
- Knowledge of budgeting, accounting and fundraising principles and best practices.
- Strong computer skills with knowledge of Gmail, Google drive, word processing, spreadsheets and databases.

Compensation: This is a full-time exempt position offering a salary commensurate with experience. Room and board are a possible benefit. Affordable health care insurance is available through [Covered California](#), the health insurance marketplace in California established under the Affordable Care Act.

How to Apply: We invite serious candidates to submit a letter of interest along with a resume or CV to Rama Khalsa at ramakhhalsaphd@gmail.com. In your letter, please specifically address your qualifications and experiences as they relate to the job requirements listed above. Ability to legally live and work in the United States is essential.

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.

** 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).*