

Job Title: Managing Director
Salary: \$54,000
Reports to: Board of Directors
Coordinates with: Resident Lama and Volunteers
Direct Reports: Portland Operations Manager (PT – vacant), Bookkeeper (PT), 2 Retreat Center Managers (FT in Goldendale WA)
Status: Full-Time Exempt
Benefits: Health benefit of up to \$500/month.
Match up to 3% of salary to Vanguard SIMPLE IRA.
Personal/Sick Days - 1 day/month.
Annual Leave - 1.25 days /month. Equivalent to 15 days/year leave for a full year worked.

Overview:

Founded in 1976, KCC is a Buddhist Center based in Portland Oregon, and operates a retreat center on 240 acres in a rural setting outside of Goldendale WA. KCC is committed to fostering an inclusive environment and accessible opportunities for dharma practice. This commitment and other community aspirations are captured in KCC's recently finalized strategic plan. With a yearly budget of about \$325K, KCC has a full schedule of recurring meditation practices, and 16 retreat programs planned for 2024. Volunteers from the community are organized into six "Service Groups."

- SCOL (Retreat Center)
- Program Support
- Volunteer Support
- Finance and Fundraising
- Facilities
- Community Life

KCC staff coordinates with these volunteer groups to conduct the annual program of retreats and classes as well as the many opportunities each week for meditation practice and Dharma study (virtual and hybrid).

We are seeking a highly skilled and motivated individual to join our team as Managing Director. The Managing Director is responsible for the day-to-day management of the organization in coordination with volunteers, staff, and the Resident Lama. The ideal candidate will be a motivated self-starter who can work independently, manage staff, manage volunteers, and collaborate effectively with others to build community and implement KCC's strategic plan. The Director will coordinate the conduct of KCC's schedule of retreats, special events and regular meditation practices. The Managing Director will have direct oversight of finance, development, human resources, facilities, event sales, and office management. The Managing Director supports the Resident Lama in developing and delivering programming to serve a growing community of dharma practitioners.

KCC is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, sexual orientation, national origin, disability, pregnancy, or any other characteristic protected by law.

To Apply: By 20 January 2023, please send a resume and cover letter to employment@kcc.org. If you have questions, please contact employment@kcc.org and provide a phone number if a phone conversation is preferred.

Duties and Responsibilities:

Program Support and Retreat Center

- Coordinate with the Resident Lama and manage volunteers and staff to conduct classes and retreats at the Portland Center and the Retreat Center in Goldendale WA. This can include the provision of services required for hybrid events such as Zoom hosts, A/V equipment, etc.
- Manage marketing, registration, and participant communications for programs (with assistance from SCOL Team and input from Resident Lama when appropriate).
- Ensure Retreat Assistant and Zoom Hosts are appointed for each KCC retreat as needed.
- Work with retreat center staff and volunteers to help cover retreat center costs by expanding the use of the facility by approved groups and individuals (within the scope of our non-profit status).
- Work with the Resident Lama and participate in the Program Council to develop and manage the annual program calendar.

Communications and Organization

- Facilitate communication and decision-making with the staff, volunteer groups, Board, and the KCC community.
- Manage the KCC website as an up-to-date information source.
- Develop and implement marketing for KCC.
- Manage KCC's use of online communications and organizing tools.

Leadership

- Manage the implementation of KCC's Strategic Plan, annually updating Board and sangha on our progress in meeting these strategic goals.
- Support volunteer groups to develop and fulfill their annual work plans.
- Work with volunteer groups, Board, and Program Council to implement and periodically review and update KCC's Inclusivity Action plan.
- Plan and implement a recurring KCC leadership retreat in coordination with the Board.
- Engage with community members to build familiarity and trust.

Human Resources and Volunteer Support

- Support volunteer recruitment and training for a wide range of critical volunteer positions.
- Manage the hiring, supervising, development, and evaluation of all paid staff except the Resident Lama.

Finance and Development

- Work with the Finance Team and staff to develop and monitor an annual budget, ensure an adequate reserve fund to advance KCC's mission, maintain compliance with the organization's fiscal policies, and ensure monthly financial statements are prepared and delivered to the Board.
- Lead the Finance team in fundraising for KCC.

Board Relations

- Attend Board meetings to report on KCC's operations and progress in meeting objectives.
- Provide requested input and information on policy issues to be addressed by Board.
- Assist the board with board development activities including recruitment, orientation, training, evaluation, and recognition.
- Meet at least semi-annually with board chair(s) on matters related to the director's job.

Duties and Responsibilities: (continued)

Community relations

- Work with the Resident Lama and Board to develop and maintain cooperative relationships with local and regional Buddhist organizations and community neighbors near our locations.

Knowledge, Skills, and Abilities:

Preferred

- Organizational skills in project and operations management.
- Excellent written and verbal communication skills.
- Excellent personal organization and productivity skills.
- Inclusive facilitation and decision-making skills and experience.
- Supervisory and human resources skills and experience.
- Previous leadership position within a community organization.
- Able to understand financial statements and budgets.
- Technological proficiency and ability to use a variety of online communications tools, including MailChimp, WordPress, ZOOM, Google Suite, DropBox, BOX, and Retreat Guru.

Beneficial

- Volunteer/team building management and support.
- Marketing experience. Especially experience relevant to promoting events and organizations.
- Experience with budget preparation, financial oversight, and financial strategy.
- Non-profit fundraising experience.
- Personal commitment to a Buddhist practice.

Work Conditions:

- The position is in Portland, OR (4936 NE Skidmore) and KCC's rural retreat center near Goldendale, Washington. Some additional locations as needed. While it is expected that most of the work will be on-site, some work can be done from home.
- Frequent computer and phone usage.
- Evening and weekend hours sometimes required.
- Applicants must hold a valid driver's license.
- The standard work week is 40 hours per week. However, there may be times when the Managing Director (as an exempt employee) will work more or less than 40 hours per week based upon circumstances.
- Work hours will be flexible to accommodate evening and weekend meetings, events, and retreats.
- The work schedule will be defined at the discretion of the Managing Director, with the understanding that communication about work plans will be maintained with staff, the Board of Directors, and the Resident Lama.

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