

## **EXECUTIVE DIRECTOR Job Description**

### **Skills required to do this job:**

1. Organizational skills in project and operations management
2. Excellent written and verbal communication skills
3. Proven ability to understand and execute financial statements, budgets and financial strategy
4. Inclusive facilitation and decision-making skills
5. Experience in leadership position within a community organization
6. Technological proficiency and ability to use a variety of online communications tools, such as MailChimp, Wordpress, ZOOM, Google Suite, DropBox, BOX, and Retreat Guru.
7. Personal commitment to a Buddhist practice
8. Supervisory and human resources skills
9. Volunteer/team building management and support

### **Duties and Responsibilities below:**

#### Communications and Organization

- Collaborate with Service Groups and Service Group Coordinators to facilitate improved communication with the Board, sangha and each other
- Manage and augment use of KCC website as information source for local and broader community
- Plan for and execute strategic use of Facebook and other social media to reach new audiences, increase participation and broaden community
- Expand traditional marketing efforts used to publicize offerings
- Manage KCC's use of online communications and organizing tools, such as Box and Google suite
- Organize and improve video archives for the development of educational/instructional resource database for sangha; leverage archive content to support social media presence

#### Human Resources and Volunteer Support

- Collaborate with HR/VST service group to recruit pool of volunteers committed to addressing those needs requiring in-person involvement, including A/V operation and troubleshooting, facilities maintenance and more.
- Work with the service group to support general volunteer recruitment and training, thus ensuring that our programs have enough committed volunteers to run smoothly.
- Partner with the HR/VST service group to ensure the hiring, supervising, development, and evaluation of all paid staff
- Coordinate supervision of the SCOL staff with the SCOL Team
- With the Service Group's assistance, develop a means to support and reward active volunteers
- Engage in ongoing development of HR skills and qualifications to aid in KCC's evolution to become an employer where employees feel well supported and cared-for.

#### Program Support and SCOL

- Serve as Program Support Service Group Coordinator, working with SG to ensure that classes and retreats run smoothly and are adequately supported with on-site volunteers
- Coordinate large events and residential retreats at SCOL and Urban Center

- Work with SCOL Team and others to successfully transition SCOL to broader applications, including approved use by individuals for non-retreat purposes and by outside groups
- Manage marketing, registration and participant communications for programs
- Participate in the Program Council
- Develop and manage the annual program calendar
- Help to improve the process of offering programs
- Support resident lama in pursuit of programming goals

### Board Relations

- Report regularly to the Board on KCC's operations and progress in meeting objectives
- Provide the board with the information to understand the changing environment for dharma centers regionally and nationally, and how that affects this sangha
- Provide requested input and information on policy issues to be addressed by Board
- Assist the board with board development activities including board recruitment, orientation, training, evaluation and recognition
- Assure adequate support for the Board and its committees

### Leadership

- Collaborate with Board, service groups and sangha to develop a strategic plan
- In coordination with SGC's, implement the strategic direction set in the plan, annually updating Board and sangha on our progress in meeting these strategic priorities
- Develop and execute annual work plan for KCC
- Support service group coordinators in developing their annual work plans
- Foster healthy communication throughout KCC (staff, service groups, board, and sangha) by creating a climate of trust and open, honest, and respectful communication.
- Work with Service Groups, Board, and Program Council to implement, and periodically review and update KCC's Inclusivity Action plan.
- Facilitate efforts to ensure that all members, volunteers, and employees feel safe and welcome at KCC regardless of race, gender identity, sexual orientation, ethnic background, or disability.

### Finance and Development

- Work with the Finance and Development Service Group to develop and monitor an annual budget, ensure an adequate reserve fund to advance KCC's mission, compliance with the organization's fiscal policies and that monthly financial statements are prepared and reviewed by the Board.
- Support this team in raising funds for KCC.

### Community relations

- Develop and maintain cooperative relationships with area sanghas, neighbors near our centers.
- Increase the visibility of KCC with the public.
- Serve as KCC's spokesperson.

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.