Interim Executive Director for Buddhist Peace Fellowship

Beginning Spring 2020

Pay range: 30–35 hours per week at $38–$45 an hour

Organizational Statement of Purpose:

The Buddhist Peace Fellowship shapes movements for ecological and social justice by sharing spiritual-political practices and resources. We come together from multiple lineages, Buddhist and otherwise, to support bold, creative, loving actions to block systemic harm, while building collaborative tools and gatherings that give us the strength to be with our suffering, in order to transform towards liberation. For more information please see www.bpf.org/purpose-and-vision.

Job Description:

This position is an interim position and will not be considered for a permanent position.

- **Primary responsibility:**
  The interim ED (IED) will guide overall vision and coordination of programs and operations as BPF transitions to a new operational staffing model. IED will support BPF through a process of determining a new staffing model and should be familiar with traditional ED and collective staffing models. IED will work with the Board, staff and partners to coordinate contracts, program details, staff meetings, and oversight of services during this transition and ensure that our emerging organizational structure and strategies align with our purpose and vision. Budget projections and budget accountability, new partnerships, fundraising, generating new funding streams, sustaining relationships with current and prospective donors, and grant reports are also the IED’s responsibility.

- **Additional responsibilities:**
  - Work with the BPF Board, including: coordination of agendas, financials, reporting, board recruitment, and oversight to subcommittees.
  - Fundraising: provide continuity and growth in revenue streams.
  - Schedule staff meetings and committee meetings.
  - Supervise Staff.
○ Serve as BPF’s primary spokesperson to the organization’s constituents, the media, and the general public.

● **Special Tasks in the Interim Period:**
  ○ Hire and onboard new staff.
  ○ Oversee program development and growth.
  ○ Oversee alignment of human resources and organizational policies.

● **Expected Interim Tenure:**
  ○ April 2020 – October 2021
  ○ Evaluation with Board and IED will be completed by December 31, 2020.

● **How to Apply**
  Email resume and cover letter to awake@bpf.org by January 25th, 2020.

**Professional Qualifications Needed**

● Transparent and high integrity leadership.

● Experience and skill in working with a Board of Directors.

● Experience with transitioning organizations.

● High level strategic thinking and planning. Ability to envision and convey the organization’s strategy and vision to the staff, board, volunteers and donors.

● Demonstrated ability to oversee and collaborate with staff.

● Excellent donor relations skills and understanding of the funding community.

● Solid organizational abilities, including planning, delegating, program development and task facilitation.

● Strong financial management skills, including budget preparation, analysis, decision making and reporting.

● Strong written and oral communication skills.