



Center for Tibetan Buddhism  
*Heart Essence, the Vast Expanse*

## Executive Director Job Description

The Executive Director is the key management leader of Dawn Mountain, a 501(c) 3 organization, responsible for overseeing the administration, program support, staffing, and strategic plan of the organization. Other main duties include assessment (organizational, program and budget), fundraising, marketing, and community outreach, taking a hands-on approach when needed. This individual is expected to work closely with the founders to embrace, propose pathways, and creatively carry out their vision particularly as expressed through our programs. The position reports directly to Anne Klein, who is the president of the organization, and indirectly to the board. The position is full-time and exempt.

### RESPONSIBILITIES

- A. Board Governance: Work with the Founders and Board in order to fulfill the organizational mission. (10%)**
  - 1. Work closely with the Founders, managing Dawn Mountain in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - 2. Communicate effectively with the Founders and Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
  - 3. Plan, organize, and attend board meetings and committee meetings
  
- B. Financial Performance Integrity, and Viability: Develop resources to ensure the financial health of the organization. (20%)**
  - 1. Oversee financial operations of the organization by leading annual planning for budgets, capital expenditures, and large or long-term projects, while monitoring, analyzing, and reporting on financials throughout the year. Create, track, analyze, assess, project, and report DM's annual budget.
  - 2. Embody fiscal clarity, accuracy, and detail by proposing annual budgets and creating monthly financial statements for the Board that reflect the financial condition of Dawn Mountain, highlighting income generation and depletion activities and cycles.
  - 3. Fiscal management that ensures operating within the approved budget and maximum resource utilization and maintains the organization in a positive financial position.
  - 4. Provide leadership and operational support for fundraising, including grant writing, donor relations, and developing other fiscal resources necessary to support Dawn Mountain's mission.
  
- C. Organization Mission and Strategy: Work with founders, board, and staff to ensure the mission is fulfilled through programs, strategic plan, and community outreach. (30%)**
  - 1. Organize, implement, assess, and report on Dawn Mountain's programs.

2. With the Board, participate in strategic planning and implementation to ensure that Dawn Mountain can successfully fulfill its mission into the future.
3. Enhance Dawn Mountain's image by being active and visible in the community (physical and virtual) and by working closely with other professional, civic and private organizations.
4. Promote and communicate Dawn Mountain's mission and programs through public relations involving the website, member Newsletter, advertisements, face-to-face interactions and other avenues.

**D. Management of Daily Operations: Oversee and implement available resources to ensure smooth and professional operations. (40%)**

1. Lead daily operations and projects, including program support, marketing, technology, media, accounting, human resources, volunteers, and general administration to ensure effective and accountable operations.
2. Act in a manner consistent with Dawn Mountain's role as a place for spiritual development and ethically as an employer.
3. Supervise two full-time and one part-time staff who are direct reports; oversee volunteer program, delegating responsibility when feasible.
4. Actively build and maintain effective lines of communication among all staff that includes clear performance goals, professional development and timely feedback.
5. Interpret and apply policies in accordance with federal and state laws and regulations.
6. Maintain an inclusive work environment that attracts, retains, and motivates staff and volunteers.
7. Drive project and operational planning to ensure staff engagement and development and efficient use of resources.
8. Write annual operations plan and annual year-end report with achievements, challenges, final budget, major data points, and goals for the next year.
9. Spearhead the development of workflows and process improvement.
10. Consult with the founders in hiring staff and selecting volunteers; oversee their supervision, training, evaluation and management.
11. Maintain productive relationships with vendors and consultants.
12. Manage physical plant.
13. Take a hands-on approach when needed.

**Professional Requirements**

*Education and Experience:*

- Bachelor's degree; MBA preferred
- Five-to-ten years of senior not-for-profit management experience
- Experience in not-for-profit financial reporting and ability to monitor, analyze, and report
- Experience assessing, developing, implementing and monitoring processes that promote operational efficiency, strong communication, and best in class output
- Proficient in MS Office and Google Suite, with aptitude and willingness to learn and apply new technology, platforms and applications
- Experience interacting with and engaging diverse volunteer and donor groups

*Demonstrated Abilities and Knowledge:*

- Demonstrated transparent and high integrity leadership

- Emotionally intelligent leader and team member with the ability to guide, influence and communicate changes in an evolving organization
- Proven ability to organize and motivate self and others as both a leader and collaborative team member and partner
- Models healthy work/life harmony and resiliency under stress
- Holds confidential and sensitive information with integrity
- Maintains awareness of foundational laws, regulations and policies that apply to employment, data management, and not-for-profit management
- Excellent written, verbal, interpersonal and group communication skills.
- Comfortable navigating and guiding others through ambiguity
- Keenly self-aware and open to personal growth
- Able to confidently manage self and others accountable for multiple tasks and deadlines
- Demonstrated ability to think on your feet
- Demonstrated ability to delegate responsibilities appropriately
- Knowledge of not-for-profit fundraising strategies, grant writing, and donor relations desired
- Basic knowledge of Buddhist traditions and somatic practice desired