

## **Deputy Director Job Discussion**

### **Aspiration**

To envision and build enlightened organizational structures and practices

### **General Summary of Function:**

As a member of the senior leadership team, the Deputy Director behaves with a commitment to:

- Meditation practice
- Appreciation
- Devotion to service

Holds the day to day operations of Karma Choling:

- Supports collaboration, coordination, creativity and communication across departments
- Supports the aspiration for manifesting Shambhala culture in the workplace
- Fosters a sane, caring and well-trained community
- Cares for, leverages and grows resources in a fiscally responsible way
- Cultivates and maintains healthy collaboration with the broader Shambhala mandala

### **Key Tasks and Responsibilities:**

Cultivates a network of organizational support

- Meets regularly with the Director regarding view, strategy, and implementation of day to day operations
- Clarifies with department heads and staff daily expectations and guidelines for working at Karma Choling.
- Supports long- and short-term department initiatives
- Establishes and strengthens systems, structures, and processes.
- Meets with department heads individually and as a group.

Support Communication:

- Works with department directors to strengthen and establish regular communication.
  - Upholding the aspiration for coordination, collaboration, creativity and communication across departments.
  - Assisting an environment of open, honest communication within departments and among department heads.
- Listens to the wisdom of the community.
- Helps identify and address communication needs and gaps
  - across departments.
  - with the broader Shambhala world, the general public, visitors, new arrivals, staff and volunteers.

Further roles and responsibilities:

- Maintains a personal regular meditation practice
  - Regularly participates in community practice

- Develops community wide policies in collaboration with leadership team and personnel.
- Assists in facilitating Department Head Circles.
- Oversees projects at the request of the Director.
- Works with Personnel and oversees hiring needs for departments
- Attends vow ceremonies and other community celebrations.
- In the absence of the Director:
  - Introduces program directors and attend fundraisers and donor events
  - Holds the head of the government pillar