Director of Operations
Job Description

Reporting to the Executive Director, the Director of Operations holds the big view while shepherding the operational activities of Karmê Chöling. Acting with compassion s/he ensures staff are empowered, supported, and given clear directions to carry out the day-to-day work that keeps KCL running. Communication and management skills are essential. Requirements include the ability to manage various business departments, organize their resources, and develop operational plans as needed. A basic understanding of commercial kitchens, facilities, and IT operations is helpful.

Aspiration and View
➔ To cultivate a generous, kind, and inspired operating environment within Karmê Chöling.
➔ To transmit and exemplify the vision of enlightened society, while holding basic goodness and honesty in one’s heart.
➔ The Director of Operations commits to:
  ● Regular and ongoing meditation practice
  ● Appreciation of Sacred World
  ● Devotion to service

Overview of Functions
Responsibilities
● Supervises Facilities, Kitchen, IT, and Special projects
● Supports collaboration, coordination, creativity and communication across departments
● Supports Shambhala culture of kindness in the workplace
● Supports and oversees fiscal planning and purchasing

Key Tasks and Responsibilities
● Supports long- and short-term department and organization-wide initiatives
● Establishes and strengthens systems, structures, and processes
• Meets regularly with the Executive Director regarding view, strategy, and implementation of day to day operations
• Regularly meets individually with departments, assisting them with departmental visioning, staff supervision topics, problem solving, feeling into their own wisdom
• Co-creates the vision of each department and how it interfaces with Karmê Chöling
• Oversee department head’s project management efforts
• Organizes, sets priorities, manages, schedules, and trains department heads
• Stands in for Department Heads and supports individual departments during times of staff transition
• Mentors and trains staff where needed
• Supports/Conducts hiring efforts in partnership with HR and individual departments
• Assesses staffing needs together with Department Heads
• Works with department heads to strengthen and establish regular communication
• Coordinates and collaborates creativity with other departments
• Helps to identify and address communication needs and gaps

Community Responsibilities:
• Active, positive participation in Karmê Chöling community activities
• Maintains a personal regular meditation practice
• Regularly participates in community practice