



SHAMBHALA

DECHEN CHÖLING

Transition Director - Essential Skills and Job Description

The Dechen Choling Council are seeking a Transition Director to fearlessly steward the Centre during a process of transition and renewal. The mission will be to guide and execute a transition to sustainability as the pandemic evolves, while laying the ground for Dechen Chöling's future.

We are seeking applicants who have significant experience as Shambhala practitioners and a commitment to the Shambhala lineage.

Essential skills:

- Leadership skills:
 - Experience in building teams and successfully leading collaborative work efforts
 - An ability to lead by example with energy, kindness and patience
 - Fostering community engagement and ensuring that life in all its manifestations at Dechen Chöling functions harmoniously
 - Respects and is sensitive to cultural diversity
- Management skills:
 - Financial and legal management experience
 - Successful operational management experience
 - Experience working with transitions
- Communication skills:
 - Excellent oral and written communication skills
 - Fluency in English; fluency or facility in French

Job description

The role will require a flexible response to the uncertainties presented by the COVID-19 pandemic. The mission includes building a resident staff team and practice community, offering retreat opportunities and hosting small programmes when the conditions allow. The Transition Director will work in collaboration with the current Dechen Chöling Council, which is developing a plan to transition into a new model. The Transition Director will **build and lead a team of staff and volunteers** to:

1. Work with the community and the neighbours to sustain a practice environment that both fosters a culture of kindness and is inviting to new and long-time students.
2. Work with a finance team to provide timely financial reporting and analysis throughout the year, and present a budget for each new fiscal year. Creates a stable base of financial support for Dechen Choling and raises funds from a variety of sources.
3. Be the public spokesperson for Dechen Choling, acting as the primary link between the Centre, the wider Shambhala sangha and the surrounding community, including the local government. Hold the overview of all communications.
4. Ensure high-quality programme planning together with the Programmes team.
5. Ensure that the operation of Dechen Choling is at all times in accord with local laws, through regular consultation with appropriate legal advisors and local governmental authorities.
6. Uphold personnel management practices in accordance with the law, including evaluation of staff performance, and facilitating processes for staff training and development.
7. Work collaboratively with the Council and the wider sangha to develop and implement a long-term development plan for the land and buildings of Dechen Choling.
8. Ensure that the physical environment of Dechen Choling is uplifted, respected, and protected, and that the maintenance of the grounds and building meets standards of safety and accessibility. Oversight of office, kitchen, computer and database systems.
9. Meet together with other Shambala Land Centres and regional leaders to remain up-to-date with what is happening in the wider community