



New York Insight
MEDITATION CENTER

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Executive Director
Position Announcement
May 2020

OVERVIEW

New York Insight Meditation Center (NYI) is now searching for qualified candidates for the position of Executive Director. If you are an experienced nonprofit professional and excited by the prospect of leading an urban dharma organization through transition and change, this is the right opportunity for you.

NYI is a center rooted in peaceful refuge that welcomes all people who wish to begin or deepen their journey on the path of mindful awareness known as Insight Meditation. Founded in 1997 as a faith-based nonprofit, NYI offers a rich variety of programs based on the liberation teachings of the Buddha and rooted in the Theravada tradition. Through the guidance of our teachers and the support of community, NYI aspires to cultivate the qualities of mind and heart that lead to the complete integration of wisdom, compassion and true happiness in our lives, here and now. Our major programming includes ongoing sats and sanghas, guest dharma teacher programs, MBSR, and various courses taught by local NYI teachers.

Reporting to the Board of Directors, the Executive Director has overall responsibility for the execution of NYI's mission and goals. This position has direct oversight of the financial management and operations of NYI, the growth and stability of its programs and community/sangha, and infrastructure. The Executive Director is supported by a small team of staff and part-time consultants, as well as contracted services for day-to-day financial, program, and operational management.

NYI is seeking a dynamic Executive Director who is prepared to embrace the shifting challenges of our time and work with our Board to chart a strategic course for the coming decade. We are offering an opportunity to redefine what it means to be a thriving urban dharma community that reflects the complexity and richness of our city, stitching Diversity, Equity and Inclusion into the fabric of everything we do.

RESPONSIBILITIES

Leadership & Management:

- In collaboration with the Board and the DEI Committee, create and implement the strategic plan while ensuring that the budget, staff, and institutional priorities are aligned with NYI's core mission. Monitor, refine and adapt plans to changing internal and external conditions with particular attention to space and online challenges and opportunities.
- Oversee ongoing programmatic excellence in collaboration with the Program Committee and consistent high quality teaching in collaboration with the Teachers Council.
- Ensure consistent high quality of finance and administration, fundraising, communications, and management systems with the Executive Committee and Friends Leadership Council (membership and development).
- Cultivate strong and transparent working relationships with the Board and ensure open communication about progress of financial, programmatic, and community goals. Support all meetings in collaboration with the Board President and Secretary.
- With the Board and its Executive Committee, develop, maintain, and support a strong Board; serve as ex-officio of each committee; seek and build board involvement with strategic direction for institutional, program and fundraising priorities.
- Actively engage and energize the Board to expand its fundraising, political, business, and community leadership networks.
- Retain and manage a high-performance staff and consultant team, and provide inspirational leadership to further develop their management and leadership skills.

Earned/ Contributed Revenue Production & Communications:

- Ensure that the flow of earned and contributed funds permit NYI to make continuous progress towards its mission, and that those funds are allocated properly to reflect present needs and future potential.
- Grow coherent and focused fundraising strategies in collaboration with the Board and the Friends Leadership Council, and through other revenue generating programs to support teachers, operations and community needs.
- Work with marketing/communications consultants to further develop and refine all aspects of communications to create a stronger identity and grow NYI's reputation among dharma centers and greater mindfulness community, and among philanthropy and donor community. This includes updating and redesigning the website and NYI's approach to social and digital media more generally.
- Partner with dharma centers, related media outlets, and other nonprofits to expand reach of NYI's programs and access to thought leaders.

PROFESSIONAL & PERSONAL QUALIFICATIONS REQUIRED

- Experience with or interest in Insight meditation and our community
- Minimum of a Bachelor's degree, and an advanced or terminal degree in business and/or education is a plus.
- Commitment to the values of Diversity, Equity and Inclusion with demonstrated results in this area.
- At least 3 years of successful executive/senior nonprofit program or operational management experience with demonstrated increasing responsibilities over staff, budget, and programs.
- Substantial board management and development, fundraising, marketing/branding, and fiscal management experience a must
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator with ability to achieve consensus amongst differing opinions.
- Outstanding presentation and communication skills, with the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser.
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team.
- Someone currently in a "second-in-command" role in a larger organization looking for their first CEO level role could be a good fit for this position if other needs are met.

New York Insight Meditation Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for employees, teachers and our sangha. Qualified applicants, please send a cover letter including desired salary along with your resume to the NYI Search Committee at search@nyimc.org. No phone calls, please.