



# CAMBRIDGE INSIGHT MEDITATION CENTER

## Cambridge Insight Meditation Center Seeks a Director of Operations

The Cambridge Insight Meditation Center (CIMC) is a welcoming refuge and teaching center in Cambridge, Massachusetts for all who seek inner peace through the liberating practice of insight meditation. As a community of practitioners, and as an institution, it endeavors to follow the Buddha's path of ethics, tranquility, wisdom, and compassion. A unique urban center, CIMC is dedicated to the integration of practice and wisdom into every aspect of community and daily life. It offers Dharma retreats, talks, classes, drop-in, and other programs.

The Director of Operations is responsible for the day-to-day operations of CIMC. They work closely with the Executive Director and staff to ensure that all work aligns with the mission and values of CIMC. To ensure consistent program operations and to meet the financial goals of the Center, they manage the business office and oversee programs, membership and volunteer operations, and yogi relations. The Director of Operations manages the accounting, administrative, operational, human resources, facilities, and IT functions of the organization. They report to the Executive Director. This position requires someone who has common sense and is solution oriented. We are also looking for someone with experience and commitment to supporting diversity, equity, inclusion, and justice at CIMC.

**Full Time Direct Reports:** Program Coordinator, Program & Volunteer Coordinator, Office Coordinator.

**Location:** 331 Broadway Cambridge, MA office with one remote day per week.

### The Ideal Candidate

While we recognize that candidates may not possess all the following qualities, ideal applicants will exemplify a many of these attributes, skills, and experiences and will have the capability to oversee the operations of an organization of CIMC's size and scope.

### Finance & Administration

- Experience with financial and business administration operations of a nonprofit organization with an annual budget over one million.
- Understanding of small nonprofit accounting and budget preparation.
- Knowledge of information technology and administrative services and ability to supervise an IT contractor.
- Experience managing an organization's financial contracting needs.

- Ability to meet regulatory requirements including a financial review and state and federal filings.

### **Development**

- Ability for accurate and timely recording of all donations and program revenue, using Salesforce as the CRM software.
- Knowledge of producing CRM reports for fundraising initiatives and membership management.
- Understanding logistics for Annual Appeal and Membership Renewal.

### **Operations**

- Experience supervising, mentoring, and supporting multiple staff.
- Knowledge about managing operational systems and services that support the organization, including systems that support community interaction and programming.
- Ability to act as liaison between staff and IT consultants to facilitate management of IT issues.
- Past involvement with events such as an open house and membership and volunteer appreciation days.
- Knowledge of an organization's facilities and equipment, and ability to ensure that the space supports the organization's programs. This includes supervising the CIMC resident and the Buildings & Grounds Coordinator.

### **Payroll & Human Resources**

- Understanding human resources and benefits such as retirement, health insurance and paid time off.
- Experience managing all aspects of the organization's human resource function, including compensation and benefits, recruitment, onboarding, policies and procedures, payroll, and performance evaluation.
- Ability to maintain knowledge of employment regulations, and to ensure compliance with federal, state, and local law and regulation.

### **Desired Qualifications:**

- Demonstrated understanding of the nonprofit sector with a minimum of five (5) years of experience in nonprofit management.
- Proven financial acumen.
- Strong management, interpersonal and listening skills.
- Demonstrated experience managing, engaging, and coaching staff.
- Experienced problem-solver.
- Excellent verbal and written communication skills.
- Strong project management skills with ability to meet deadlines.
- Desire to positively represent the organization and its mission.
- Has a high level of integrity, professionalism, and ethics.
- Proven commitment to diversity, equity, inclusion and belonging.

- Strong organizational skills and attention to detail and accuracy.
- Ability to manage many and/or differing tasks and maintain productivity.
- A reliable team player who also enjoys working independently.
- High degree of personal integrity and discretion; commitment to maintaining confidentiality.
- A minimum of two years' demonstrable experience using CRM database software, preferably Salesforce.
- Proficient in MS365 applications, G Suite, WordPress and QuickBooks or similar accounting software.
- Knowledgeable about information technology needs.

#### **General Competencies and Qualities**

- A sincere interest in contemplative practice, study, and spirituality.
- Brings kindness and compassion to every day.
- Deeply motivated by serving CIMC's community, creating and maintaining an inclusive, welcoming environment, and supporting our mission through intentional, collaborative, collegial work.
- Grounded and flexible, brings a sense of humor and humility to their work.

**Salary and Benefits:** This is a full-time salaried position with a generous benefits package including 100% employer-paid health and dental insurance coverage, 3 weeks paid vacation, 1 week of paid retreat/personal renewal, 13 paid holidays, 10 sick days per year, long term disability insurance, and a 401(k) plan with up to a 4% employer contribution, and no-cost registration for all CIMC programs. The salary hiring range for this position is \$95,000 - \$110,000 and is commensurate with experience.

Please upload PDF resume and cover letter to <https://tinyurl.com/ybmnm4s>. No phone calls please. The position is open until filled.

CIMC is an Equal Opportunity Employer and actively seeks candidates from diverse backgrounds, including people of color, members of the LGBTQIA communities, and people with diverse economic backgrounds. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.