



DHARMA OCEAN

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MANAGER, RETREATS AND PROGRAMS – Job Description

May 6, 2013

BACKGROUND

The Dharma Ocean Foundation is dedicated to bringing the full depth and transformative power of the Buddhist lineage of meditation into the modern world.

Drawing its inspiration from the unique teachings of Chögyam Trungpa, the Dharma Ocean Foundation offers retreats and a variety of meditation programs at the Blazing Mountain Retreat Center in Crestone, Colorado, its center in Boulder, and other locations throughout North America.

In addition to offering teachings from the Dharma Ocean lineage, the Foundation also produces programs from a variety of other spiritual traditions.

SUMMARY OF POSITION

Dharma Ocean is seeking a full-time Manager of Retreats and Programs. The manager provides the leadership and direction for all programs associated with Dharma Ocean and Blazing Mountain Retreat Center and is a member of the senior management team. The manager oversees a full retreat team composed of paid and volunteer staff, and is responsible for scheduling, coordinating, and ensuring the successful execution of year round programs. A key responsibility of this position is to develop new program initiatives, working with spiritual communities internationally. The Retreats and Programs Manager reports to the Executive Director and maintains a close relationship with the Spiritual Director.

ESSENTIAL FUNCTIONS

- Plans, organizes and executes everything necessary for retreats and programs at the Blazing Mountain Retreat Center and the Boulder Center. Coordinates with the facilities, kitchen and other support staff including vendors and contractors, to ensure a high standard of service that also reflects the mission of Dharma Ocean.
- Implements a pricing structure for the retreats program adjusting as needed based on affordability principles and market trends. Routinely conducts market analysis to ensure some competitiveness with other centers.

- Develops and manages an annual budget, understanding revenue, expenses, and profitability of all programs and retreats.
- Creates and executes new systems and business strategies that are in alignment with our mission, and enhance the quality of programs offered.
- Actively explores, cultivates and grows relationships with retreat groups and teachers internationally in order to create partnerships and expand offerings in the field of meditation.

JOB REQUIREMENTS

- A regular and committed meditation practice.
- A strong educational background, including an advanced degree.
- A track record in project or program management, with demonstrated ability to manage multiple projects simultaneously.
- Leadership skills, including the capacity to free oneself from one's own preconceptions and respond to situations with beginner's mind, with freshness, clarity and creativity. This also includes the ability to inspire and motivate, as well as to collaborate and build strategic relationships.
- Excellent written and verbal communication skills. Highly developed relationship skills, including the ability to see and appreciate other points of view.
- Detail-oriented, highly organized and resourceful with ability to prioritize, problem solve and take initiative.
- Adept in the use of MS Office, particularly Excel and Word, and web-interface systems. Must be able to creatively develop promotions and methods of outreach utilizing social media and other vehicles.
- Must be able to work non-traditional hours including some evenings, weekends and holidays. Some travel will be required, particular between Boulder and Crestone.

OTHER

This is a salaried position, based in Boulder, Colorado, of 30-40 hours per week, offering a package that includes dental, vision and health insurance; paid vacation and solo retreat time; IRA matching contributions; and opportunities to be present at programs throughout the year.

To apply, please send a letter of interest, resume, practice history, writing sample, and the names and contact information of three professional references to: Board Chair, Dharma Ocean Foundation via email (cob@dharmaocean.org), by Friday, May 31st.