



SAN FRANCISCO ZEN CENTER

President

Work-Practice Position Job Description

Title of Position: President
Date: June 15, 2023
Department: Administration/President
Reports to: SFZC Board of Directors
Supervises: SFZC Officers, Temple Directors, Enso Village Spiritual Director, Human Resources Director, Senior Director of Operations, Facilities Director, Donor Relations Director

Works Directly

and/or Consults with: Board of Directors, Abbots Executive Group, Abbot's Council, Central Abbot, City Center Temple Leadership, Board and Organizational Committees, Project Managers for special projects, and other people and groups as necessary

Term: 3-5 years
Level: Residential Staff Level 6
Work Status: Full-time

Please note: This is a work practice position and will require residency at SFZC. Qualified individuals, including former residents interested in moving back to SFZC, are welcome to apply.

Position Summary:

Reporting to the SFZC Board of Directors, the President is charged with leading the on-going transformation of SFZC to a more mature and financially sustainable organization capable of delivering on its mission to embody, express and make accessible, the wisdom and compassion of the Buddha. Specifically, the President will oversee the business of the organization, ensuring that SFZC's fiscal, operations, fundraising, facility, communications, human resource, environmental, technology, and programmatic strategies are effectively implemented across all areas of the organization. Working collaboratively with and through the SFZC Officers and Senior Directors, the Central Abbot, the Abbots Executive Group, the Directors at the three practice centers, all SFZC Departments, and all SFZC committees, the President functions as the organization's Executive Director. The President has the overall operational responsibility for implementing strategic planning goals and objectives, and aligning SFZC staff, dharma offerings, and all business operations of the organization to achieve its long-term vision. The President is evaluated annually by the Chair of the Board. The President is responsible for annually reviewing SFZC officers, Senior Directors, and direct Director reports.

Tradition and Practice:

Dogen Zenji says that “The single job of the Director [or Kaicho, President] governs all the general affairs of the temple, such as: responding to government officials; overseeing the assembly’s meetings with the abbot; taking charge of documents that designate appointees; arranging to send messages of gratitude or congratulations (to other temples); gathering the assembly for ceremonies; meeting together with donors; extending congratulations and condolences as appropriate in fortune and misfortune; keeping accounts of lending and borrowing; (deciding) the temple’s annual budget; (watching over) the supply of money and grain; supervising expenses and incomes; and making arrangements for receiving food and other materials for annual celebrations.”

Work Practice:

The President has a deep dedication to SFZC and Zen practice, and to participation in the life of sangha. The President is a mature practitioner comfortable with strategic planning, collaborating with people at all levels of the organization, and being an effective communicator and decision-maker. The President has a strong commitment to creating both sustainable and beneficial Zen practice environments and a profitable “business” model for SFZC which balances earned and contributed income. The President is a teacher in the sense of demonstrating the values of work practice to all in the sangha.

The President will need to be able to take the lead on key organizational initiatives, whether it be the current fundraising campaign, or increasing our programmatic offerings to wider lay community. The practice of the President will require an ability to communicate well, and meet challenges and difficult situations with timely, compassionate, and skillful responses. The President is a leader in the creation of a culture of philanthropic support within the sangha, including stewarding relationships with SFZC donors.

The practice intention of the President is to work toward achieving the goals of the current vision and strategic plan, focusing on critical issues, such as: financial and operational sustainability, welcoming new and younger people, supporting seniors/retirees, fostering a sangha that is more inclusive and diverse, finding new and vital ways to extend our dharma offerings to the wider community, and providing resources for the effective training of priests and lay teachers.

Key areas of Responsibility:**Leadership & Management**

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and mission impact against stated measurements and goals.
- Lead, coach, and support the development of SFZC’s senior management team, reviewing and evaluating performance of SFZC Officers and Directors.
- Establish effective decision-making processes that will support SFZC to achieve its long and short-term goals and objectives.

- Support ongoing excellence of SFZC dharma offerings and programs through program evaluation and consistent quality of delivery.
- Support SFZC in becoming a diverse, equitable, inclusive, and anti-racist institution where Buddhist practice is made as accessible as possible.
- Actively engage and energize the SFZC residential community, volunteers, board members, committees, alumni, partnering organizations, and funders.
- In partnership with the Board, help build a diverse and inclusive board representative of the SFZC community that is highly skilled, engaged, and willing to leverage and secure resources.
- Develop and enhance all aspects of SFZC's communications—internal and external, from web, to print, to in-person, with the goal of maintaining and strengthening SFZC's presence and reputation in the community.
- Participate in Everyday (Greens Restaurant) Board meetings, Investment Committee, and SFZC Finance Committee.

Strategic Planning & Implementation:

- Oversee the strategic planning process for SFZC.
- Ensure effective processes, procedures and systems to track progress against organizational plan, develop and assess progress on key strategies, participate in the regular evaluation of program components, using data and metrics to measure success.
- Effectively communicate organizational goals, objectives, and strategies with the board, funders, staff, residents, and other constituents.

Operations:

- Oversee effective finance, administration, fundraising, hospitality, programmatic, communications, human resources, facilities and IT functions.
- Oversee the financial status of the organization including developing long- and short-range financial plans, guide the preparation of SFZC's annual operational budget, manage effectively within this budget, and report accurately on progress made and challenges encountered.
- Ensure the continued financial viability of SFZC's operational areas through sound fiscal management, monitoring the budget and ensuring sound financial controls are in place.
- Set financial priorities accurately to ensure the organization is operating in a manner that supports the strategic goals and objectives, as well as the needs of the existing SFZC dharma offerings and residential staff.
- Ensure the successful operational functionality of buildings, infrastructure and physical environments of SFZC's three practice facilities, including prioritizing access for people with disabilities.
- Oversee and support SFZC Secretary in maintaining documentation and the relationship with Student and Exchange Visitor Information System (SEVIS) for ongoing upkeep of SFZC's vocational school status.
- Provide high-level oversight between Zen Inspired Senior Living leadership to ensure financial accounting controls and operational needs are met.

- Facilitate cross-departmental collaboration and support good internal communications among staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.

Donor Relations and Fundraising:

- Along with the Director of Donors Relations, Development Director and Board Development committees, ensures the formulation and execution of comprehensive development strategies that will ensure relationship-building consistency throughout the organization and enhance revenue from major donors, foundations, and government agencies.
- Establish, maintain and steward relationships with SFZC donors and local community leaders.
- Use external presence and relationships to garner new partnerships and opportunities for SFZC.
- Publicly represent SFZC with the media and external constituency groups, including community, governmental, and private individuals and organizations, to build awareness and support for SFZC's mission.

Measurements of Success:

- Manage operations to achieve budget goals
- Implement successful strategic cross-organization initiatives
- Launch effective and frequent communications to both internal and external audiences
- Create and present regular updates to the Board of Directors
- Recruit, train, and retain leadership staff

Basic Qualifications and Work-Practice Experience and Skills Required or Substantially Equivalent

Qualifications/Experience:

- Candidates must be an established and mature practitioner with extensive residential practice at SFZC
- At least 1 year at Tassajara
- Former Shuso
- Would have held at least one of the other SFZC officer positions
- Experience in leadership, administrative, and managerial positions at SFZC; generally would have been a director or tanto at one of SFZC's temples
- Demonstrated executive leadership skills, including strategic planning, financial management, organizational operations, and staff development and retention
- Familiarity with diverse business functions such as Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented teams.
- Committed to advancing diverse, equitable, inclusive, and anti-racist principles and way of working

- Strong leadership abilities
- Enjoys working with people
- Comfortable with decision-making responsibility
- Has practiced at least two of SFZC's three temples
- Excellent written and verbal communication skills and/or willingness to seek training
- Demonstrated success in public and community interface and activities, such as Interfaith Councils, broader Buddhist organizations, or community services
- Knows how to take care of themselves and their practice in a position that often demands more than can be accomplished each day
- Currently a resident at any temple of the San Francisco Zen Center or, if former resident, willingness to apply and be accepted in a staff position at SFZC

Equipment and Technology Skills Required:

Staff members in this position must have excellent computer skills and work effectively with Google Docs, Word, Excel and other common workplace computer programs.