

San Francisco Zen Center
Job Description for Vice President - Operations
Date: September 2020

Title of Position: Vice President – Operations

Department: Central Admin

Reports to: SFZC President

Supervises: Operations/IT, Marketing/Communications, Facilities, Programs, Development, Hospitality, Other Business & Enterprises.

Consults with: Officers, Directors, Board of Directors, Abbots Executive Group, Abbot's Council, Central Abbot, Development Committee, Capital Campaign Committee, and other people and groups as necessary

Salary: commensurate with experience

Work Practice Term: 2–3 years with the option to renew

Work Practice Level: 5

Work Status: Exempt/Full-time

Position Summary:

Reporting to the President of SFZC, the Vice President role involves general management, planning, coordination, decision-making and support of SFZC Operation Units and Support Departments.

The Operation Units are: Programs, Development, Hospitality, and Other Business and Enterprises (OBE).

The Support Departments are: Operations/IT, Marketing/Communications and Facilities.

This position carries considerable responsibility and an even greater opportunity to assist San Francisco Zen Center's mission of sharing the dharma.

Work Practice

The SFZC Vice President models the qualities of generosity, inclusion, and non-possessiveness in developing the material resources of the community. Through working with the Abbots, Officers, Board, donors, and all members of the community, the Vice President builds the foundation of the culture of right effort and dana (philanthropic giving) at all SFZC practice centers and in the wider sangha. This is expressed through the careful and respectful cultivation of relationships within the three wheels of "giver," "receiver," and "gift." The Vice President will need to be able to collaborate well on the implementation of key organizational initiatives, whether it be the current fundraising campaign, hospitality, or increasing our programmatic offerings to the wider lay community. The practice of the Vice President will require an ability to communicate well, as well as meet challenges and difficult situations with timely, compassionate, and skillful responses. The Vice President is an outgoing and visible community leader, working with others effectively to create a culture of right effort and philanthropic support within the sangha, including the direct cultivation and stewardship of

relationships with SFZC donors and constituents. The Vice President will have a good understanding of their work in the context of implementing SFZC's organizational plan and SFZC's DEIA initiatives, and will appreciate how the role greatly supports the smooth and orderly functioning of SFZC.

Key Areas of Responsibility:

1. Operational Units

- Manage the Operational Unit's Directors (Programs, Development, Major Donors, OBE and Hospitality Directors) and set priorities including expansion and further development of each unit.
- Oversee each Operational Unit Budget.
- Define and monitor key performance indicators with each Director.
- Review revenue targets quarterly with the Directors to ensure income/expense targets are met.
- Coordinate and oversee communications and marketing strategy with each Operational Unit.

2. Support Departments: Operations/IT

- Manage the Operations Manager and set priorities including expansion and further development of operations.
- Review departmental goals and priorities, as well as Operations/IT departmental staff.
- Working with the Operations Manager, ensure the appropriate platforms required by SFZC are in place or being developed.
- Develop, review and approve annual Operations budget working with Operations Manager to include quarterly review and forecasting.

3. Support Departments: Marketing & Communications

- Manage the Communications Manager and set priorities including expansion and further development of operations.
- Review departmental goals and priorities, as well as Marketing and Communications departmental staff.
- Develop annual SFZC Marketing & Communications plan and calendar, and review/revise quarterly as required.
- Support Marketing and Communications team to manage workload and requests from Operation Units and Temple Activities as well as institutional communications.
- Oversee and approve annual budget and expenditures; review quarterly.
- Ensure consistency in brand positioning and look and feel.
- Oversee public relations plan and strategy.

4. Support Departments: Facilities

- Establish and review goals and priorities for general infrastructure and facilities working with the Facilities Director.

- Develop, review and approve annual budget working with the Facilities Director to include quarterly review and forecasting.
- Set up monthly check-in meetings with the Facilities Director as required.

5. Officers and Directors

- Attend O&D meetings and ensure the smooth running and coordination of operations at the three practice centers.
- Assist Officers and Directors as required in their roles.

The President of SFZC may also delegate other tasks and projects to the VP –Operations as required and with their mutual agreement. The VP – Operations will also provide advice and guidance as required in other administrative areas.

Board Responsibilities:

- The Vice President – Operations shall be a non-voting officer of the San Francisco Zen Center Board of Directors
- The VP Operations shall attend board meetings and other committee meetings as required by the President.

Qualities and Skills Required:

- Leadership abilities
- Enjoys working with people
- Comfortable with decision-making responsibility
- Excellent written and verbal communication skills
- Knows how to take care of themselves and their practice in a position that often demands more than can be accomplished each day Work-Practice Skills

Zen Center Experience:

- Candidate must be a mature and balanced practitioner
- Residential practice at SFZC or SFZC employee for at least 2 years
Preferably 1 year at Tassajara
- Preferably a former Shuso
- Experience in leadership, administrative, and managerial positions, either at SFZC or elsewhere
- Preferably is familiar with and has a relationship with 2 or 3 of SFZC's 3 temples

Equipment and Technology Skills Required:

The person in this position must have excellent computer skills and work effectively with Google Docs, Word, Excel, and other computer basic programs.