

Brooklyn Zen Center
Administrative Director Job Description

Title of Position:	Administrative Director
Reports to:	Vice-Abbot
Supervises:	Marketing/Communication Manager; Salesforce/Accounting Manager
Consults with:	Board Committees, Practice Council, Guiding Teachers
Work Status:	Full-time; Exempt
Location:	Hybrid of remote work and regular, in-person meetings at either Ancestral Heart Temple in Millerton, NY, or Boundless Mind Temple in Brooklyn, NY.
Start Date:	TBD

Position Summary

The Administrative Director will play a key administrative role at Brooklyn Zen Center, supporting the Vice-Abbot and Senior Leadership to transform organizational aspirations into achievable goals and help to create a culture of accountability. The Administrative Director will work closely with organizational leaders to implement, manage, and evaluate processes and programs in the areas of Fundraising, Membership, Marketing/Communication, Programming, and Finance. The Administrative Director will also lead organizing and managing volunteer support in these areas.

Key Areas of Responsibility:

Fundraising

- Works closely with the Vice-Abbot and the Board Fundraising Committee, implements and tracks stewardship of BZC's current members, including timely thankyou letters along with skillful and ongoing communication with members. Creates monthly membership reports, suggests and implements actions to strengthen membership.
- Works with the Vice-Abbot and Board Fundraising Committee, project manages the annual new members drive and the year-end appeal. Oversees the timely generation of welcome/thankyou letters and ongoing communication.
- Leads a team of volunteers to support the fundraising campaigns referenced above.
- Supports the Board Fundraising Committee as needed, including generating donor reports and analysis particularly for Major Donor and Capital Campaigns.
- Utilizes Salesforce to report on fundraising goals in a timely and accurate way.

Marketing and Communication

- In collaboration with the Marketing/Communication Manager, creates strategies and sets communication goals for classes, events, and fundraising campaigns.
- Oversees the creation of an active and effective social media presence, including marketing classes and seeking opportunities for fundraising. Analyzes results and adjusts accordingly.
- Tracks and reports on all the above.
- Oversees creation of content and copy editing for marketing campaigns, website, monthly newsletter, and weekly announcements.
- Oversees website and makes recommendations for design and navigation enhancements.
- Develops and oversees processes to ensure timely response to inquiries.

Finance

- Works with Vice-Abbot and Board Finance Committee to help create an annual operating budget based on past performance and currently assessed capacity. Working with the Accounting Manager, generates a monthly YTD analysis against budgeted goals and reports to the Board's Finance Committee. Based on analysis, works with the Vice-Abbot and Finance Committee to determine year-end projections and course corrections as needed.

- Initiates monthly reconciliation meetings with Salesforce Manager to reconcile Salesforce and QuickBooks transactions and to ensure overall data integrity.
- Oversees Salesforce/Accounting manager to gather monthly transactional data for budget analysis.
- Oversees restricted and unrestricted bank accounts at Chase and reports monthly on cash balances.
- Manages third-party payment processors.

General Programming Support

- Processes support/scholarship requests in consultation with teachers.
- Communicates with Hemera regarding their Fellowship program.
- Oversees the processing of refunds/cancellations as needed.
- Maintains and manages Zoom accounts, Google Drive and associated email accounts.
- Maintains usernames and passwords for accounts and vendors.
- Maintains official records; ensure compliance with federal, state, and local regulations.
- Other operations and programming support as needed.

Basic Qualifications:

- Preferred bachelor's degree or equivalent years of experience.
- At least five years of experience working with nonprofit organizations in managing processes and projects, preferably including fundraising, marketing, and communication.
- The ideal candidate fully embraces the work and vision of BZC and has either a practice or a familiarity with Buddhism.
- A developed race, gender, and equity lens that informs work and guides leadership.
- Ability to set, implement, and meet achievable goals.
- Detail oriented, self-motivated, and can work independently.
- Some experience managing staff.
- Excellent oral and written communication skills.
- Ability to motivate, organize, and sustain volunteer teams.
- Experience with budgeting, data management, report generation and analysis.
- Demonstrated personal and professional integrity, consistent with the organization's vision, mission, and values.

Technical Skills Required:

- Experience with Excel and Word. Salesforce, QuickBooks, and WordPress experience a plus.

Salary and Benefits

- Upper \$60,000 to low \$70,000 range, and benefits commensurate with experience

Please submit a resume and cover letter by to director@brooklynzen.org.

Brooklyn Zen Center

The Brooklyn Zen Center is an embodied training community in the Soto Zen tradition. We aspire to offer opportunities to realize personal and collective liberation through the cultivation of an intimate, ethical, and just relationship with ourselves and all beings. Our vow to practice undoing harmful and oppressive conditioning compassionately transforms our world. Brooklyn Zen Center is an equal opportunity employer, recognizing that our community's strength and liberation lies in a wisdom born of all our views and voices.