

Job Description

HEAD OF STRATEGY & DEVELOPMENT

Leitung Strategie & Entwicklung

RIGPA GERMANY

With a network of 17 centres and groups across Germany, including its flagship centre in Berlin, Dharma Mati, Rigpa Germany is one of the largest Buddhist communities in Europe. Rigpa Germany presents a dynamic range of courses and programmes for its members, the Buddhist community and public in general, and offers many other important, related services. Rigpa Germany is also part of the international, One Rigpa Network of national organizations and retreat centres.

We are now seeking a Head of Strategy & Development to coordinate the broad scope of Rigpa Germany's work and to help its activities and community to continue to thrive and develop.

This is an exciting opportunity for you to apply your professional skills and experience in the noble cause of Dharma work, thereby helping to bring greater wisdom and compassion into our much-troubled world.

Role & Responsibilities

The main responsibility of the Head of Strategy and Development is to ensure the optimal running and performance of Rigpa Germany, in alignment with its goals and objectives. In brief, to help ensure that priorities are met, resources are used wisely, the team is well supported, and our vision and values are upheld.

The Head of Strategy and Development works in close collaboration with a dedicated team of salaried and volunteer staff who hold the following key areas of responsibility:

- Programme planning
- Event management
- Community development
- Marketing & Communication
- Finance & Administration
- Business Units

As far as possible, we cultivate a team-based approach to our work and shared sense of responsibility, therefore a close and collaborative relationship with the core management team is essential. A key focus, therefore, is to ensure that the management team has all the support and resources it needs to flourish and be successful.

The Head of Strategy and Development's specific duties include:

- Holding the overview, the big picture—ensuring cohesion and balancing priorities; spearheading new projects and developments; simplifying and essentializing where necessary.
- Strategic planning—setting annual goals and priorities with the management team and helping guide and support the team to achieve those goals.
- Financial planning—ensuring the financial success and sustainability of Rigpa Germany's work, including annual budget-setting.
- Business planning—strategic overview of the business units of Dharma Mati.
- Human resources—policies, recruitment and duty of care.
- Representing the work of Rigpa Germany to the Rigpa community, general public and other audiences.

The Head of Strategy and Development reports monthly to the Board of Rigpa Germany who are responsible for the good governance and supervision of the charity's work.

In this capacity, you will have the opportunity to meet and attend programmes with the eminent Buddhist teachers who visit our centres and be part of the wider international community of Dharma students supporting Rigpa's activities worldwide. You will be a key player in the wider context of Rigpa's work!

Your skills and qualifications

Ideally, you are a dedicated member of the Rigpa community following the Buddhist path. As such, you will be expected to help cultivate a nourishing and Dharma-inspired work environment alongside your team, leading by example.

The following skills are important for the position:

- excellent leadership, management and coordination skills
- the ability to motivate, guide and support a team
- familiarity with organizational processes and finances
- good time management and project management skills

Preferably, you are fluent in both English and German.

Terms and conditions

The work of the Head of Strategy and Development is based in Berlin, in the Dharma Mati centre. This is the headquarters of the main team and support staff of Rigpa Germany and the ideal base of operations.

Subject to availability, residence in one of the apartments at Dharma Mati may be possible, should this be wished.

Hours: 40 hours p.w.

Salary: Upon application

To apply for the job, please contact: maitri.berners@rigpa.de
Please send your application by May 3.