



BUDDHIST CHURCHES OF AMERICA

Director of Operations

Job Announcement

The Buddhist Churches of America, a California non-profit corporation (“BCA”) is seeking qualified candidates for the position of Director of Operations. The Director of Operations (Dir of Ops) is responsible for the administration and implementation of the strategic vision of the BCA. The position provides financial oversight, staff management and development, and execution of BCA programs. It will include the on-going responsibility to recommend to the BCA President and the Executive Committee substantive administrative and related process improvements that promote increased efficiencies and responsiveness to members’ needs.

RESPONSIBILITIES

The following is a summary of responsibilities that is meant to be descriptive of the position but is not exhaustive. This list may be modified, from time to time, by the BCA President and/or the Executive Committee as the needs of BCA change and develop and based on the performance and capacity of the individual.

On-going Responsibilities

- Budget development and monitoring to ensure proper implementation at the direction of the BCA Treasurer and the BCA President.
- Disbursement authorizations; staff timesheet review and approval (OT).
- Staff management inclusive of oversight and administration of HR activities.
- Government compliance monitoring (tax, insurance, and HR).
- Oversight and administration of HR activities.
- Collaboration and on-going discussions with the BCA President to ensure proper implementation of administrative, operational, and strategic initiatives.
- Executive Committee support and tasks as delegated.
- Develop and nurture preferred provider relationships.
- BCA Meetings. Attendance (as required), agenda development, facilitation, support, coordination, and facilitation.
 - BCA staff meetings.
 - CBE staff meetings.
 - Executive Committee meetings.
 - BCA committee meetings.
 - District Council meetings...Information exchange storehouse and coordination with Executive Committee.
 - BCA National Board meetings.
 - BCA National Council meetings.

General Responsibilities

- National activities support & coordination.
- Financial/Tax/Risk Management/Insurance.
- HR...Policy review and updates. Medical benefits renewal.

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REPORTING RELATIONSHIPS

The position reports directly to the BCA President or designee. The position coordinates with the Office of the Bishop and is responsible for ensuring the continuous, timely and accurate exchange of information between the Office of the Bishop and the BCA President so that they are both informed of each other's activities.

QUALIFICATIONS / EXPERIENCE

Preferred

- College degree in business, or related field.
- 8 years minimum experience in executive leadership positions.
- Excellent and effective oral and written communication skills.
- Experience in Board activities and Board governance.
- Able to articulate and effectively communicate ideas and initiatives in one-on-one settings and in public presentations.
- Thoughtful, able to manage conflicting needs and demands.
- Excellent listening skills.

Desirable

- Non-profit experience.
- Experience in administering, and reviewing insurance policies, health-care benefits plan administration, non-profit tax issues.
- MBA or CPA.
- Understanding of the BCA organization and its relationship within its three-party corporate structure, the BCA Endowment Foundation and the Institute of Buddhist Studies.
- Knowledge of Jodo Shinshu Buddhism and how it can guide the business setting of BCA.
- Bilingual proficiency in Japanese and English.

The position is based at BCA's Headquarters in San Francisco, California and requires regular presence at the Jodo Shinshu Center in Berkeley, California. Some travel is required outside of the San Francisco Bay Area for annual national meetings, conferences/seminars, and other meetings at the direction of the BCA President.

Employment with BCA is at-will. The position is exempt. Salary is commensurate with experience. BCA provides a benefits package that includes paid leave, medical benefits and a retirement plan prorated and based on hours worked.

To apply, please submit Cover Letter and Resume to:
Ken Tanimoto, BCA President
Buddhist Churches of America
1710 Octavia Street
San Francisco CA 94109

ONLY CANDIDATES OF INTEREST WILL BE CONTACTED.