



Executive Director

New York Zen Center for Contemplative Care

New York, NY

Salary: \$175,000 - \$200,000

The Organization

The New York Zen Center for Contemplative Care is a 501(c)(3) rooted in Soto Zen Buddhism and dedicated to transforming the culture of care. Since its inception in 2007, NYZC has been a trailblazer in pioneering the contemplative approach to care and medicine, developing innovative education, conducting groundbreaking research, and offering spiritual care for those facing suffering in all its many forms, including illness and end-of-life. The Zen Center is unique in its steadfast dedication to the principle of a rooted Soto Zen spiritual practice and expressing this through service in the community. The integration of Zen practice, transformational education, intimate care, and supportive community sets the Zen Center apart. Today, our programs are internationally recognized and have reached tens of thousands of individuals.

The Position

Together, with our founding Abbot, Vice Abbot and Board, you'll help bring our shared vision to life rooted in compassion, community, and care. This is a leadership role that blends strategic collaboration with hands-on execution. You'll guide operations, strengthen systems, and maintain the culture of trust, belonging, and excellence that underpins the community. You'll nurture the financial health of our community through thoughtful fundraising and creative income strategies guided by our mission of transforming care. This is an opportunity to help shape the cultural heartbeat and financial resilience of an organization with a strong foundation and vibrant community.

You will report directly to the Abbot and lead and grow a dedicated team of eight, including two direct reports. As Executive Director, you will directly influence organizational growth, team capacity, and the communities we serve—making a lasting difference where it matters most.

ROLE OVERVIEW

Lead with Purpose & Partnership

- Collaborate with the Abbots and the Board to shape and implement our strategic plan.
- Translate priorities into actionable plans that align with mission and values.
- Serve as a trusted advisor and thought partner to the Abbots and Board.

Create Sustainable Impact

- Develop and lead a comprehensive fundraising strategy, including individual giving, major gifts, and institutional support.
- Grow earned income opportunities that advance our mission and diversify revenue streams.
- Cultivate a culture of generosity throughout the community and build lasting relationships with donors and partners.

Build Strong Foundations

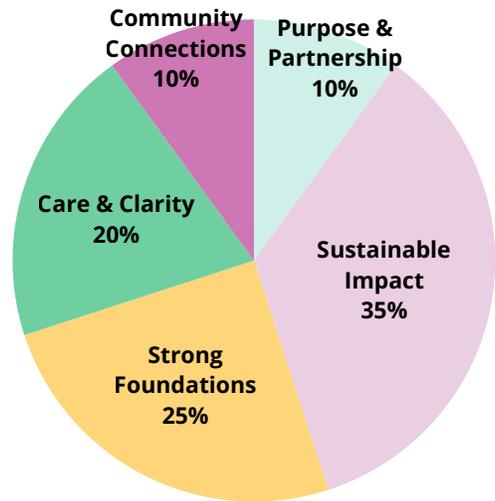
- Bring clarity and care to our daily operations, creating space for accountability and excellence, while maintaining an environment that supports spiritual growth and reflection.
- Manage budgets responsibly and ensure financial health.
- Strengthen organizational structures, processes, and procedures to support clarity, effectiveness, and growth.

Lead with Care & Clarity

- Champion a culture of collaboration, authenticity, compassion and belonging.
- Ensure programs and efforts are well staffed and aligned with priorities.
- Support professional growth and engagement across the team.

Build Community Connections

- Be a steady, welcoming, daily presence, fostering deep connections, modeling our shared values, and helping our community feel seen and supported.
- Create systems and programs that deepen engagement and invite meaningful contributions.
- Serve as a storyteller and advocate, building visibility and partnerships that expand reach.



Annual Budget	Fundraising Goal	Team Size
\$2.6M	\$3M	8

THE IDEAL CANDIDATE

What We're Looking For

- A seasoned leader who brings wisdom, humility, and experience; someone who can guide strategy while honoring the heart of our practice.
- Must bring a profound respect for contemplative traditions and/or spiritual communities; nonprofit experience highly valued.
- Hands-on, relational, and collaborative leader with a service mindset.
- Demonstrated success raising \$2-3M annually and building earned revenue streams.
- Experience managing operations for an active and engaged community.
- Ability to foster strong relationships across diverse stakeholders.
- Exceptional judgement, communication and organizational skills and emotional intelligence.

Whether your path has been in nonprofit leadership, spiritual communities, or both, we welcome your unique perspective. If our mission resonates with you, we'd love to walk this journey together.

The ideal candidate for the Executive Director position possesses the following competencies:

Collaborates Building partnerships and working collaboratively with others to meet shared objectives	Drives Results Consistently achieving results, even under tough circumstances	Decision Quality Making good and timely decisions that keep the organization moving forward
Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences	Manages Workflow Providing direction, delegating, and removing obstacles to get work done	Instills Trust Gaining the confidence and trust of others through honesty, integrity, and authenticity

WHO WE ARE

Work Environment

NYZC provides offerings seven days a week at its home. This role is required in-person five days a week with the expectation of a work schedule that may include occasional evenings and weekends.

NYZC is a 501(c)(3) educational non-profit with a three-fold mission training people from all walks of life in contemplative care and medicine; guiding people interested in beginning Soto Zen meditation or continuing in their existing practice; and supporting people and their loved ones through serious illness and death and assisting family and friends during their grieving process. NYZC is pleased to have new employees join the staff and looks forward to their contribution to NYZC's important efforts.

COMPENSATION AND BENEFITS

Salary

\$175,000 - \$200,000

Benefits

- Generous medical, dental, and vision for employees
- 20 days paid vacation, 10 sick days and 10 paid holidays annually
- Optional complimentary attendance at one four-day Zen retreat annually as well as complimentary enrollment in select NYZC offerings
- Working individually with the Abbots and with an executive coach to support awesome service work together

TIMELINE AND NEXT STEPS

If you feel called to this work, we encourage you to apply—even if you don't meet every qualification. All applicants will receive confirmation of their application. If selected for an initial conversation, you'll hear from us by April.

Lori Clement
Partner

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[Submit an application](#)