

## Center for Mindful Self-Compassion

### Operations Director

#### Job Description

**The Center for Mindful Self-Compassion (CMSC)** is a nonprofit global advocate for compassion education. CMSC was originally founded in 2012 by the developers of MSC, Christopher Germer and Kristin Neff, and is now an international nonprofit organization.

**Vision Statement:** We aim to be the global leader in self-compassion training and to offer the highest quality programs to diverse populations, based upon scientific research and established teaching methods. CMSC is committed to building an equitable, inclusive, and caring global community supporting the practice of self-compassion where each person matters and everyone belongs.

**Our Mission:** Our purpose is to alleviate human suffering and improve the collective well-being of the planet through the practice of self-compassion. Read more about us here:

<https://centerformsc.org/about-us/>

**CMSC Values:** CMSC is committed to upholding the values of equity, diversity, inclusion and belonging in our learning, teaching and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power.

#### Overall Job Purpose

The CMSC Operations Manager will assist a busy private nonprofit organization to manage program growth and develop cohesive course listing, registration, and engagement systems. Additionally, the Operations Manager will support delivery of the Self-Compassion in Psychotherapy (SCIP) program and other workshops and programs. This role will be instrumental in sustaining growth, and in increasing visibility for our organization among current students, teachers, partners, stakeholders and potential students.

#### Reports To

Executive Director

#### Requirements

Committed to CMSC's mission and work. At least 3 years in a management position in nonprofit organizations, philanthropic foundations, and/or government agencies. Master's Degree in relevant field preferred; Bachelor's degree or equivalent work experience required.

#### The ideal candidate:

- Has demonstrated success in roles requiring execution of multiple tasks while responding to multiple priorities
- Past success designing and leading organizational development and capacity building
- Ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change

- Success supervising and mentoring staff and supporting professional and leadership development
- Experience in areas of diversity, equity, inclusion, and belonging
- Excellent communicator and writer
- Connects genuinely with people, and is interested in compassion, contemplative education and lifelong learning
- Possesses the following personal characteristics: authenticity, a strong work ethic, humility, accountability, resourcefulness, and dependability
- Is strongly motivated to make a measurable difference in supporting CMSC's mission
- Is comfortable in a role with high levels of autonomy and organization. Able to independently plan, implement and execute from start to finish
- Demonstrates top notch skills in connecting with people via online avenues
- Enacts strong collaboration skills

**Detailed responsibilities include:**

- Collaborate with Executive Director and executive team members to drive organizational development, including analysis and implementation of priorities, projects and infrastructure needs
- Drive operational strategy and implement process improvement with fully remote team through training, systems consolidation and use of newly adopted collaboration tools
- Manage operations team to facilitate efficient operations and fostering a positive and engaging organizational culture
- Ensure that all policies and procedures are clearly articulated, easily accessible and widely disseminated
- Coordinate financial reporting with Executive Director and Finance Director
- Identify CMSC team needs, lead search and hire of new employees in collaboration with Executive Team
- Evaluate and create consistent job descriptions for all team members and update as needed, consult with HR consultant as needed
- Identify CMSC training needs and coordinate training
- Other Duties as assigned by the Executive Director

**Compensation and Benefits:**

- Competitive salary (75,000-80,000/year DOE)
- 32 hrs/week
- Remote, flexible, PTO and healthcare stipend
- Free admission to all CMSC sponsored programs, courses and events
- Organizational commitment to integrating diversity, equity, inclusion, and belonging principles

Please email: [hr@centerformsc.org](mailto:hr@centerformsc.org) to apply. Please indicate if you need accommodation support in the hiring process.