**Service Description Temple Manager**

**Mission:** Inspirational leader and Vaishnava culture proponent under the guidance of the temple president, ensures that daily administrative and income producing operations are performed in a seamless and efficient manner.

**Job Title:** Temple Manager

**Authority:** Temple President

**Requirements and Skills:**

* Strong sadhana, mature devotee, familiar with major temple services and proponent of Vaishnava culture.
* Ability to build consensus and relationships among leaders and devotee staff, New Vrindaban residents and pilgrims.
* Experienced, inspirational leader in finance, human resources and service oriented businesses.
* Solid understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management.
* Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communications skills.
* Ability to plan for and track of multiple projects and deadlines.
* Experienced in information technology, cloud service and social media.

**Responsibilities:**

* Provide inspirational leadership for ISKCON New Vrindaban.
* Work with the temple president and the board of directors to determine vision and mission and plan for short and long-term goals.
* Help to promote Vaishnava culture that encourages devotees in their service and Krishna consciousness.
* Make important policy, planning and strategic decisions under the guidance of the temple president.
* Develop, implement and review operational policies and procedures.
* Oversees budgeting, reporting, planning and auditing.
* Oversees income producing departments like Govindas, the Palace Lodge, Matchless Gifts.
* Ensure compliance with laws and regulations.
* Identifies challenges and opportunities for the temple.