

IAR CEO Position Job Opening

Updated: April 20, 2020

CEO (Chief Executive Officer)- Islamic Association of Raleigh

Islamic Association of Raleigh (IAR), a non-profit membership-based community organization, seeks an experienced CEO to lead a central Raleigh area mosque with over 3,500 weekly attendees. Specifically, the CEO will coordinate day-to-day operations, ensure the financial health of the IAR, translate strategy into measurable action, and invest in building strong and capable staff.

The CEO serves as an ambassador of Islam and the IAR's mission and devotes significant effort to building community through positive engagement with partners, donors and all community members. In addition, the CEO must be sensitive to the diversity and needs of the local community and is expected to promote and maintain a positive and inclusive atmosphere at the IAR.

RESPONSIBILITIES:

The Chief Executive Officer shall report to the IAR Chairperson and be responsible to:

- Provide guidance and direction to IAR committees to build capacity, strengthen sustainability and increase program impact to the community.
- Develop and convey a vision internally and externally to energize and inspire staff, partners, funders, influencers, community groups and others whose involvement is needed for success.
- Monitor progress against a strategic plan and measure outcomes, make recommendations to capitalize on successes, make course corrections, and mitigate unforeseen issues.
- Identify the strategies and activities with the greatest impact on outcomes and allocate resources accordingly while balancing internal and external stakeholder needs.
- Directly manage administrative staff and volunteers
- Provide monthly operational and fiscal reports to the Shura Chairperson and attend the Shura meeting.
- Be the main representative and correspondent for the IAR in external affairs.
- Refine and update a list of short term and long term strategic activities of the IAR and present annually to the Shura.
- Be a liaison between the IAR, other organizations and external media.
- The CEO shall have the power and authority to exercise all the rights, powers and authority on all operation matters and in accordance with IAR Constitution.

Required Skills and Qualifications

- B.S./B.A. in business or related field or M.S./M.B.A.
- Five years experience in a leadership or managerial role in private or non-profit organization
- Knowledge and ability to work with various stakeholders in the Muslim and non-Muslim community.
- A proven ability to lead and mentor others.
- Solid grounding in general principles of Islam.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Excellent English written and verbal communication skills

Desired Skills and Qualifications

- Previous experience or working knowledge of IAR or other similar sized Islamic institution

- Ability to ensure commitment to and compliance with applicable laws and regulations across the organization
- Experience creating and monitoring \$1M+ budgets

SALARY & BENEFITS:

Salary and benefits commensurate with qualifications, knowledge and experience **To apply**, please send your cover letter & résumé by email to Jobs@islam1.org

No phone calls please. This Position will remain open until filled. IAR is an equal opportunity employer.