

# IAR CEO Position Job Opening

Updated: June 15, 2022

## **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, implement strategic goals for the IAR into measurable actions, 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:

- Manage the Administration Team and IAR committees.
- Provide guidance and direction to IAR committees to build capacity, strengthen sustainability and increase program impact to the community.
- Prepare a list of short-term and long-term activities of IAR needed for executing successful operations.
- Convey the organization vision to all stakeholders internally and externally including staff, partners, donors, community groups and others whose involvement is needed for success.
- Responsible to put actions towards a strategic plan, monitor progress to measure the outcomes and make recommendations to the IAR leadership on any needed course corrections required for successful implementation.
- Identify the resources needed towards the implementation of the strategic plan and budget accordingly while balancing internal and external stakeholder needs.
- 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.
- Provide annual update on the progression of Shura approved Strategic Plan and make recommendations to refine and update short-term and long-term strategic activities of the IAR.
- 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.
- At least five years of 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

### **Preferred 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 and resume by email to [Jobs@islam1.org](mailto:Jobs@islam1.org)  
No phone calls please. **Application deadline: July 15, 2022**