



ISLAMIC ASSOCIATION OF GREATER DETROIT

879 West Auburn Road
Rochester Hills, MI 48307

POSITION AVAILABLE

Title: Executive Director of Operations, Islamic Association of Greater Detroit (IAGD)

Job Summary: The Executive Director of Operations (Exec Dir) is responsible for the organization's mission to offer high-quality adult and youth programs as well as achieve its financial objectives. The Exec Dir is also responsible for the implementation of policies set by the Board of Directors and Board of Trustees and for the management of annual goals and objectives regarding finances, programs management, IAGD Infrastructure management and routine maintenance of the Masjid and its premises. The Exec Dir reports to the President of the Board of Directors.

Job Description/ Responsibilities: Assist the Treasurer with yearly budget planning; Develop and document policies & procedures with approval of the BOD & BOT; Cultivate donors (individuals, businesses, foundations); Develop, execute and maintain donor relation strategy; Plan and execute fundraising events; Be involved in creating an annual event calendar; Assist in development, documentation and implementation of IAGD policies & procedures; Provide financial management including development and implementation of the annual budget and tracking of actual vs budget income & expenses; Recruit, retain and release personnel (volunteer and paid) as approved by the BOD; Participate in IAGD Committees activities as Ex-Officio member; Provide administrative oversight for social programs and special projects authorized by the BOD; Work with the Imam and Youth Committee to help develop programs for the youth to cater to their religious, social, psychological and recreational needs; Be responsible for routine maintenance of the IAGD IT Infrastructure and IAGD facilities including its grounds.

Qualifications: A minimum of five (5) years of experience in financial, operational and/or program management with a non-profit charitable organization, foundation or business is required. Experience in developing budgets and working with a board strongly preferred. Experience in working with foundations and private donors preferred. Relevant Bachelor's Degree or equivalent experience required. Must have the ability to set priorities, allocate resources, provide follow-through, assure well-organized workforce and to provide evaluation of projects undertaken by IAGD Committees. He/she must have the demonstrated ability to lead, motivate and engage with youth. A minimum of 3 years of experience in youth programming is preferred. Experience in maintaining IT Infrastructure including audio/ video facilities of the media room is preferred.

Salary and Benefits: IAGD offers a highly competitive compensation package commensurate with the qualifications and experience of the selected candidate.

Application Process: Qualified candidates should email their CV and at least 3 references to the Secretary of IAGD Board of Directors, Mr. Fasahat Malik, at secretary@iagd.net