

Job Title:	Executive Director		
Department:	Directorate	Contract:	40 hours a week
Reports to:	Executive Committee	Duration:	2-year renewable
Location:	ISNA maintains offices in Indianapolis and Washington, D.C.; the Executive Director will be active in both locations, with the bulk of the work in Indianapolis		
Direct reports:	CFO, COO and all Director level positions		
Key relationships:	Board of Directors, Board Committees, Advisory Council		
Job Role			
Role Overview:	The Executive Director is the key management leader of ISNA. The Executive Director is responsible for execution of its core mission. Activities include overseeing the organization's administration, its programs and strategic plan. Other key duties include operating the organization, fundraising, marketing, and community outreach. The position reports directly to the Executive Committee. She or he will engage with the Board of Directors, Advisory Council, stakeholders, community partners and donors to inform, fund and deliver ISNA programs and services and to grow the endowment fund.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% time on task	
Strategy Development and Execution	<u>Vision and Mission</u> <ul style="list-style-type: none"> • Lead, in consultation with the Executive Committee, the visioning of ISNA and the strategic reorganizing of the Directorate • Ensure senior management team develops and executes a rollout plan for ISNA 2.0 • Work with senior management team to execute against the strategy, track impact and adjust as needed • Communicate strategy and focus areas to ISNA Board, Advisory Council and external stakeholders • Responsible for implementation of ISNA's programs that carry out the organization's mission • Responsible for strategic planning to ensure that ISNA can successfully fulfil its Mission into the future • Responsible for the enhancement of ISNA's image by being active and visible in the national and local community and by working closely with other professional, civic and private organizations 	40%	

<p style="text-align: center;">Leadership and Strategic Program Oversight</p>	<p><u>Board Relations</u></p> <ul style="list-style-type: none"> • Work with Board to fulfil the mission • Develop a firm understanding of ISNA’s historical and contemporary position within the landscape of organizations serving the Muslim American community • Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions <p><u>Operations</u></p> <ul style="list-style-type: none"> • Recruit, develop and lead ISNA’s high-performance senior management team • Oversee and implement appropriate resources to ensure that the operations of the organization are appropriate. • Develop effective systems to track program progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents. 	<p style="text-align: center;">30%</p>
<p style="text-align: center;">Development and Institutional Stability</p>	<p><u>Development</u></p> <ul style="list-style-type: none"> • With CFO/CDO, develop and define metrics of success for the development strategy • Lead expansion of revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt. • Ensure deepening and refining of all aspects of communications—from web presence to external relations with the goal of creating and disseminating rollout of a stronger brand. • Ensure use of external presence and relationships to foster new opportunities. <p><u>Institutional Development</u></p> <ul style="list-style-type: none"> • Develop a firm understanding of ISNA’s historical and contemporary approach to development • Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position • Develop resources sufficient to ensure the financial health of the organization 	<p style="text-align: center;">30%</p>

Personnel Specifications		
Education & Certifications	<ul style="list-style-type: none"> • Graduate-level degree(s) in non-profit management, public policy, public administration, organizational psychology, human resources, law, or business administration preferred. B.A./B.S. degree from accredited university required 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> • Strong written, verbal, intercultural, and interfaith communication skills; a passionate communicator with excellent interpersonal and multidisciplinary project skills • All candidates should have proven leadership, coaching, and relationship management experience • Transparent and high integrity leadership • At least 10 years of senior management experience • Knowledge of and a commitment to U.S. governmental regulations and tax codes for not-for-profits in the U.S., as well as best practices for not-for-profits in the U.S. • Track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth • Strong organizational abilities including planning, delegating, program development and task facilitation • Unwavering commitment to quality programs and data-driven program evaluation • Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget • Strategic thinker - ability to evaluate and choose the best of many good ideas • Ability to interface and engage diverse volunteer and donor groups • Past success working with a Board of Directors with the ability to cultivate existing board member relationships • Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures • Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills • Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning • Ability to work effectively in collaboration with diverse groups of people • Passion, idealism, integrity, positive attitude, mission-driven, and self-directed 	

Job Responsibilities	<ul style="list-style-type: none"> • Highly motivated and organized, thriving under pressure, pursuing targets aggressively and willing to work long hours when deadlines demand.
	<ul style="list-style-type: none"> • Plan and operate annual budget • Establish employment and administrative policies and procedures for all functions and for the day-to-day operations • Serve as ISNA’s primary spokesperson to the organization’s constituents, the media and the general public • Establish and maintain relationships with various organizations throughout the world and utilize those relationships to strategically enhance ISNA’s Mission • Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of ISNA • Supervise and collaborate with organization staff • Strategic planning and implementation • Oversee organization Board and committee meetings • Oversee marketing and other communications efforts • Review and approve contracts for services • Other duties as assigned by the Board of Directors
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Experience in working in the Muslim community at either the regional or national levels • Sense of humour and ability to multi-task
To Apply	Send your resume, cover letter, two professional references and two references from Muslim community (regional or national) leaders via email to edsearch@isna.net. No phone calls please.



About ISNA

ISNA has provided outstanding service to the Muslim American community since its founding in 1981. The membership in a near unanimous vote approved a total overhaul of the bylaws effective January 1, 2018. The Executive Director will be joining ISNA at a historic and pivotal inflection point. ISNA seeks an Executive Director with a proven track record, a transformational leader who can reflect on our past and carve out a new future for our organization. As the founding Executive Director, she or he will drive the strategic reorganizing and planning initiatives with guidance from the board and key stakeholders.

Vision

To be an exemplary and unifying Islamic organization in North America that contributes to the betterment of the Muslim community and society at large.

Mission

To foster the development of the Muslim community, interfaith relations, civic engagement, and better understanding of Islam.