

<b>Job Title:</b>	<b>Executive Director</b>		
<b>Department:</b>	General Secretariat	<b>Contract:</b>	40 hours a week
<b>Reports to:</b>	Executive Committee	<b>Duration:</b>	2-year renewable
<b>Location:</b>	Indianapolis or Washington DC		
<b>Direct reports:</b>	CFO, COO and all Director level positions		
<b>Key relationships:</b>	Board of Directors, Board Committees, Advisory Council		
<b>Job Role</b>			
<b>Role Overview:</b>	<p>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.</p>		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>		<b>% time on task</b>
<b>Leadership and Management</b>	<p style="text-align: center;"><u>Board Governance</u></p> <ul style="list-style-type: none"> <li>• Works with Board in order to fulfil the mission.</li> <li>• Develop a firm understanding of ISNA's historical and contemporary position within the landscape of organizations serving the Muslim American community</li> <li>• 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.</li> </ul> <p style="text-align: center;"><u>Organizational Operations</u></p> <ul style="list-style-type: none"> <li>• Recruit, develop and lead ISNA's high-performance senior management team</li> <li>• Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.</li> <li>• 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.</li> </ul>		<b>30%</b>

<p style="text-align: center;"><b>Strategy Development and Execution</b></p>	<p><u>Vision and Mission</u></p> <ul style="list-style-type: none"> <li>• Lead, in consultation with the Executive Committee, the visioning and rebranding of ISNA and the strategic reorganizing of the General Secretariat</li> <li>• Ensure senior management team develops and executes a rollout plan for ISNA 2.0</li> <li>• Work with senior management team to execute against the strategy, track impact and adjust as needed</li> <li>• Communicate strategy and focus areas to ISNA board, Advisory Council and external stakeholders</li> <li>• Responsible for implementation of ISNA's programs that carry out the organization's mission.</li> <li>• Responsible for strategic planning to ensure that ISNA can successfully fulfil its Mission into the future.</li> <li>• Responsible for the enhancement of ISNA's image by being active and visible in the community and by working closely with other professional, civic and private organizations.</li> </ul>	<p style="text-align: center;"><b>40%</b></p>
<p style="text-align: center;"><b>Fundraising and Development</b></p>	<p><u>Fundraising</u></p> <ul style="list-style-type: none"> <li>• Develop a firm understanding of ISNA's historical and contemporary approach to development</li> <li>• 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</li> <li>• Develops resources sufficient to ensure the financial health of the organization.</li> </ul> <p><u>Development</u></p> <ul style="list-style-type: none"> <li>• With CFO/CDO, develop and define metrics of success for the development strategy</li> <li>• Lead expansion of revenue generating and fundraising activities to support existing program operations and regional expansion while simultaneously retiring building debt.</li> <li>• 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.</li> <li>• Ensure use of external presence and relationships to foster new opportunities.</li> </ul>	<p style="text-align: center;"><b>30%</b></p>

Person Specification	
Education & Certifications	<ul style="list-style-type: none"> <li>• A bachelor's degree</li> <li>Master's degree in business administration, non-profit management, public administration (preferred)</li> </ul>
Essential Knowledge and Experience	<ul style="list-style-type: none"> <li>• All candidates should have proven leadership, coaching, and relationship management experience.</li> <li>• Transparent and high integrity leadership</li> <li>• At least 10 years of senior management experience</li> <li>• 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</li> <li>• Strong organizational abilities including planning, delegating, program development and task facilitation</li> <li>• Unwavering commitment to quality programs and data-driven program evaluation</li> <li>• 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</li> <li>• Strategic thinker - ability to evaluate and choose the best of many good ideas.</li> <li>• Ability to interface and engage diverse volunteer and donor groups</li> <li>• Past success working with a Board of Directors with the ability to cultivate existing board member relationships</li> <li>• Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures</li> <li>• Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills</li> <li>• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning</li> <li>• Ability to work effectively in collaboration with diverse groups of people</li> <li>• Passion, idealism, integrity, positive attitude, mission-driven, and self-directed</li> <li>• Highly motivated and organized, thriving under pressure, pursuing targets aggressively and willing to work long hours when deadlines demand.</li> </ul>
Job Responsibilities	<ul style="list-style-type: none"> <li>• Planning and operating annual budget</li> <li>• Establishing employment and administrative policies and procedures for all functions and for the day-to-day operations</li> <li>• Serving as ISNA's primary spokesperson to the organization's constituents, the media and the general public</li> <li>• Establish and maintain relationships with various organizations throughout the world and utilize those relationships to strategically enhance ISNA's Mission</li> <li>• 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</li> </ul>

	<ul style="list-style-type: none"> <li>• Supervise and collaborate with organization staff</li> <li>• Strategic planning and implementation</li> <li>• Oversee organization Board and committee meetings</li> <li>• Oversee marketing and other communications efforts</li> <li>• Review and approve contracts for services</li> <li>• Other duties as assigned by the Board of Directors</li> </ul>
<b>Desirable Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working in the Muslim community at either the regional or national levels</li> <li>• Fluency in Arabic, Urdu or Hindi in addition to English.</li> <li>• Sense of humour and ability to multi-task</li> </ul>
<b>To Apply</b>	Send your resume, cover letter, two professional references and two references from Muslim community (regional or national) leaders via email to <a href="mailto:edsearch@isna.net">edsearch@isna.net</a> . No phone calls please.

INSERT ISNA LOGO

### **About ISNA**

### **Mission**