

## **JOB OPENING:**

*Operations Manager, Office for Interfaith & Community Alliance (IOICA), Islamic Society of North America*

### **Job Summary:**

The Operations Manager helps to foster the overall life and mission of the organization by managing the day-to-day operations of the office and ensuring coordination of structures and resources to meet IOICA's mission. The position primarily encompasses project management, strategic planning, non-profit operations, and communications work. The Operations Manager will work out of our Washington, DC office. Some domestic travel may also be required. This is a **mid-level career** position that includes an industry competitive salary, and health care benefits

**About IOICA:** ISNA's Office for Interfaith and Community Alliances was formed in 2006 with the intention of building bridges with other faith communities and advancing Islamic values in federal policy spaces. Since its founding over a decade ago, operations have expanded to include civic education and interfaith and intrafaith peace building. Inspired by the Islamic principles of equity and justice, IOICA's policy work is primarily focused upon, but not limited to, economic justice and health care. ISNA is the oldest broad-based Muslim-American organization in North America.

**IOICA's Vision:** An equitable, just, and faith-filled America

**IOICA's Mission:** Work alongside interfaith allies to push for prosperity for all.

**Position Title:** Operations / Manager

**Reports to:** Director, ISNA Office for Interfaith and Community Alliances

**Location:** Capitol Hill, Washington, D.C.

**Status:** Permanent, Full-Time

**Start Date:** June 2018

**Compensation:** Industry Competitive Salary + Health Benefits

**Level:** This is a mid-career position

### **Primary Responsibilities:**

- Works with IOICA Director to create and facilitate the strategic planning process and track office personnel success towards these goals using quantitative and qualitative metrics
- Operationalizes IOICA goals and manage work plans for Office Director and Policy Fellows
- Develops and facilitates onboarding process for IOICA's annual Policy Fellowship Program
- Assists IOICA Director with office hiring/interview processes
- Coordinates staff development and training
- Co-creates IOICA annual budget with IOICA Director and track expenses
- Manages IOICA communications, including constituent emails/phone calls, event invites, conference logistics, media requests, and formal letters to government officials
- Manages IOICA social media accounts and listservs
- Photographs events, and manages various audio and visual media for internal reports and external office communications highlighting IOICA success related to the office's three primary

areas of work--inter/intrafaith, faith-based advocacy on economic justice and health care\*, and civic engagement trainings

- Manages all IOICA administrative work, including IOICA office equipment, office expenses, guest reception, and other general office upkeep
- Serves as IOICA's primary liaison for operations-related communications with ISNA headquarters office in Indiana
- Co-develops annual development strategy with IOICA Director and manages all development efforts, including donor database tracking, event management, and grant applications
- Some domestic travel may be required

\*Note that IOICA's economic justice policy portfolio encompasses issues related to taxes, the budget, and wages. IOICA's health care policy portfolio focuses on health care, gun violence, and climate change.

### **Qualifications:**

#### *Education:*

- Bachelor's degree preferred, but not required. Master's degree in public or business administration preferred, but not required. Equivalent professional development experiences will be counted as qualification
- Certificate in non-profit management or project management preferred, but not required

#### *Skills:*

- At least 5 years of progressive professional experience in non-profit, faith-based, or advocacy organizations; relevant community/political leadership experiences will be counted as qualification
- Experience in detail-oriented positions that required a high-level of organizational skills; ability to meet deadlines and manage multiple projects in multiple domains (HR, Finance, Org Strategy)
- Confidence using social media and organizational technology platforms in a workplace setting: twitter, instagram, google drive, salesforce, slack, and wunderlist
- An excellent and compassionate listener as well as oral and written communicator
- Demonstrated skills in relationship building, detail-orientation, initiative, motivating others, perseverance, leadership, strategy, and collaboration
- Familiarity with Islam, the Muslim-American community, and faith-based advocacy, a plus
- Previous experience working on policy advocacy, political campaigns, or with the media, a plus
- High emotional quotient, with a particularly strong ability to empathize and appreciation for humor

#### *Interests:*

- Passionate about creating new organizational and project management systems
- Thrives from balancing multiple projects at the same time
- Dedicated to social justice work
- Believes in the efficacy and fulfillment of teamwork

### **Hiring Practices:**

To help build and maintain a diverse team, IOICA actively seeks candidates from a wide variety of backgrounds. We do not discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, religion, national origin, age, ancestry, disability, use of a guide or support animal, veteran status, or any other basis prohibited by applicable law. **Application Process/Deadline:** Interviews begin **May 15, 2018**. Please email your resume, a letter of interest, and a 3-5 page writing sample to [jobs@ISNA.net](mailto:jobs@ISNA.net), with the email subject line: IOICA Operations Manager Application-\_\_\_\_ First Name\_\_\_\_, \_\_\_\_ Last Name\_\_\_\_