

Job title: Executive Director
Status: Full-time
Division: Executive
Location: Santa Clara, CA

Muslim Community Association (MCA) is seeking a full-time Executive Director (ED) to direct the day-to-day operations of the center and execute the strategic plan of the organization. The position reports directly to the President of MCA.

The ED will be responsible for developing, maintaining, and ensuring the most effective organizational structure. ED will also be responsible for enhancing MCA internal organization processes and infrastructure. In addition, ED will manage the following functions:

Governance: ED will attend Executive Board Meetings to keep the board updated on operational and staff issues while also ensuring Board's priorities are implemented:

- Assure that MCA has a long-range strategy and a coherent goal toward which it makes consistent and timely progress.
- Provide leadership in developing programs, organizational and financial plans with the EB and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Human Resources: Supervise all operational staff including performance reviews and defining job responsibilities. Coordinate with the HR in the following functions:

- Assess the current staffing levels and recommend appropriate level of staffing and skills needed to scale the organization.
- Create and communicate operational strategy and policies, as needed.
- Develop and implement an effective leadership development plan for staff and volunteers.
- Defines and drives the organization culture.
- Manages the recruiting, retention, developing and annual appraisals of staff.

Facilities & Operations: Manage day-to-day operations of the organization including the following functions:

- Manage facilities staff to ensure cleanliness, compliance, safety, maintenance of the facility including rentals and usage.
- Assists in the development of facilities processes and procedures.
- Manages evaluation and implementation of facility upgrades and maintenance initiatives.
- Oversees procurement process.

Administration and Information Technology: Work with the IT staff/contractors, and oversees the following functions:

- Manages the day-to-day operations of the IT department including directing staff, who support administrative computing, networking, user services, telecommunications and other IT functions.
- Works with the IT team/committee to manage budgeting and purchase of hardware and software licensing.
- Reviews and evaluate IT strategies, procedures and controls; ensure they are aligned with the strategic goals and needs of the organization.
- Promote and publicize the activities of the organization, its programs and goals to the community and donors
- Represent the programs and point of view of MCA to agencies, organizations, and the general public.

Finance Management

ED will collaborate with the Treasurer to make sure MCA have proper finance infrastructure in place to support its operations, programs and for collecting donations to scale and grow the organization.

Volunteer Management: Guide the Volunteer Management initiatives and oversees the following functions:

- Establish and cultivate positive relations with all MCA committees, civic groups, nonprofit organizations and the business community regarding MCA volunteers.
- Guide all MCA committees and programs to create plans, programs, systems and procedures on how to best serve the organization.
- Assist in promoting and recruiting volunteers to join MCA.
- Participate in the development and maintenance of volunteer orientation.
- Provide information to community groups about MCA's volunteer services, as needed.
- Coordinate to conduct volunteer training programs on a regular basis.

Competencies

1. Leadership.
2. Strategic Thinking.
3. Results Driven.
4. Business Acumen.
5. Decision Making.
6. Financial Management.
7. Communication Skills.

Qualifications

- Minimum Bachelor's Degree with a strong Islamic knowledge who reflects the practices, values, and ethics of Islam. Knowledge of the Muslim community in the San Francisco Bay Area is a plus.
- At least 7 years of senior management/active Board experience, preferably at a Not-for-Profit organization, with at least five years of experience in operational administrative management.
- Must have skills that include organizational development, personnel management, budget and resource development, strategic planning and intercultural experience.
- Excellent public speaking skills and ability to motivate others.
- Self-directed with the ability to work with little supervision.
- Experience in financial planning.
- Must possess excellent people skills, with an ability to partner with a dynamic leadership team.
- Must be a dynamic, energetic and highly polished professional.
- Must be able to simultaneously manage several projects while working with MCA staff.
- Must possess personal qualities of integrity, credibility, and commitment to MCA's mission.
- Must be able to work effectively in a fast-moving environment, while also driving toward clarity and solutions.
- Must possess excellent communication skills, both written and oral as well as proficient in O365 and G-Suite.
- Must demonstrate strong work ethics and should be the link between the organization and Board.
- Must be eligible to work in the United States.

Salary & Benefits:

Health, vision and dental coverage included. 401K offered. Salary can be negotiated based on experience.

To apply send your resume to hr@mcabayarea.org and include the position title in the subject of your email.