



Islamic Cultural Center of Northern California Managing Director Opportunity

Overview

Islamic Cultural Center of Northern California (ICCNC) is an energizing and vibrant community based nonprofit organization that celebrates and fosters an understanding of Islam through art, culture and education programs. We are a focal point for providing critical Islamic services, celebrating and commemorating important Islamic events, providing Islamic education and interfaith programs, showcasing Islamic art for the San Francisco Bay area and beyond.

The Center operates out of the historic Scottish Rite Temple which we purchased in 1995. It is one of the best examples of Mission Revival architecture and is among Oakland's finest community spaces, conveniently close to Lake Merritt and BART in downtown Oakland.

While there are several excellent Islamic organizations in the Bay Area, ICCNC stands apart for its unique mission and vision that integrates both religious and cultural events. Our vision is to achieve a more compassionate and just society by giving a contemporary voice to diverse perspectives of Islam. Moreover, we provide essential core community services such as:

- Commemorate and celebrate major religious and cultural events such as Eids, birth and demise of the Prophet Mohammad (pbuh) (milad ul-Nabi) and others.
- Lectures and forums discussing key Islamic and social issues by many distinguished scholars and activists such as Dr. Seyyed Hussain Nasr, Dr. John Esposito, Dr. Mohammad Ayoub, Dr. Abdulaziz Sachedina, Wajahat Ali and Michael Wolfe.
- Teaching languages Quran and Islamic ethics
- Assisting in local and international humanitarian crises as needed
- Religious services such as marriage, divorce, funeral service, and Friday prayer

In addition, ICCNC has exemplified the Muslim Community through its outreach efforts that include:

- Active interfaith programs and meetings with churches, synagogues, universities, schools and other non-profit organizations
- Educating non-Muslims about Islam and its message of peace and humanity
- Conducting seminars and programs on common social issues
- Actively communicating important social and religion issues with local and national media
- Collaborating with Muslim and non-Muslim organizations on important social justice issues

ICCNC's current operating budget is about \$250,000 and growing. Approximately 60% of the budget revenue comes from individual donors and 40% from services, rentals and program fees.

The Managing Director is accountable to a 5-7 member Board of Directors for the day-to-day operations and works in partnership with the Religious Director, staff, volunteers, funders and community leaders. For the incoming Director, the next several years at ICCNC will provide a rewarding and creative personal and organizational growth opportunity. Starting with a highly-respected organization, dedicated volunteers, as well as supportive Board and community leaders, the Managing Director will draw upon their management, collaboration, communication skills, creativity, as well as their passion for engaging the local and regional Islamic and cultural community funding the center as a hub of progressive Islamic thought and cultural awareness. This position will be central to our strategic priorities that focus on:

- Developing and marketing events and exhibitions that attract diverse communities we serve with a special emphasis on youth and young adults
- Diversifying funding streams including placing a greater emphasis on community support and earned income opportunities from our facility and location
- Continuing to attract, develop, and sustain a dedicated volunteer and staff team as well as effective procedures and policies to support their work
- Ongoing maintenance and restoration of our impressive 38,000 sq. ft. facility

For more detailed information about ICCNC and our work, visit our web site at <http://www.iccnc.org>.

The Ideal Candidate

The incoming Managing Director should be a self-starter with a proven track record in attracting and sustaining public and private funding as well as strong communication and community outreach skills. He or she will bring a collaborative style, creativity, and organization skills to support ICCNC's vision and growth. Candidates should feel comfortable working in a progressive Islamic organization with a diverse cultural and geographic base of support. Candidates should also be able to blend effective business practices with the mission of the organization. This is a full-time, exempt position.

Essential Requirements

- Bachelors degree and a minimum of five years experience in a management position, preferably in a grassroots nonprofit, arts and cultural, or Islamic organization
- Ability to work in partnership with the Board to lead the entire organization to shared visions and new directions, in response to changing community needs and opportunities
- A proven track record in attracting and maintaining individual donor, government, and foundation support
- Conscientious, practicing Muslim who is respectful of all Islamic schools of thought
- Experience attracting, developing and retaining volunteer and paid staff as well as maintaining a high level of performance and to effectively utilize their talents
- Financial and/or business management with a budget of \$300K or greater, including budgeting, oversight, nonprofit compliance and reporting abilities
- Communication skills-including speaking, writing, facilitation, and consensus building
- Experience building and connecting to diverse communities in ways that are culturally, age, and religiously appropriate
- The ability to effectively represent ICCNC and its programs and its progressive Islamic values among the diverse stakeholders in the community
- Experience in developing and delivering cultural and educational programs tailored toward young adults and the young at heart
- Familiarity and comfort with computer technology and the internet.
- Ability to work Saturdays as needed to support Board and community events. ICCNC offers a flexible work schedule and time off to accommodate these obligations outside of the conventional work week.

Start date: October/November 2010

Deadline for applications: August 30th or until filled.

Compensation: ICCNC is prepared to offer a competitive compensation package that will take into account the candidate's experience and skills. We offer a flexible work schedule and a benefits program that includes contribution to health insurance, holidays, and paid time off. Though candidates from beyond the Bay Area are welcome to apply, there are limited stipends available for relocation.

Confidential Application Process: E-mail (Word document) cover letter summarizing interest, experience, qualifications, and compensation requirements along with a current resume to: ICCNCSearch@leadershipintransition.org with "ICCNC MD Search" in subject field. Resumes without a cover letter will not be considered. Inquires from candidates are welcomed and should be directed to Margaret Donohoe, Leadership Transition Consultant at (408) 979-0572.

Managing Director Job Responsibilities

Programs and Planning (35-40% of job responsibilities*)

- Develops and maintains a thorough knowledge of the issues and stakeholders surrounding Bay Area Islamic community
- Works in partnership with the Religious Director to coordinate religious services and programs
- Develops a process for planning, implementing, and evaluating short and long-range strategy and goals for the organization
- Ensures that programs and events are well planned and executed as well as consistent with the mission, values and goals of the organization
- Defines the communication and marketing strategies assists in writing the content for all marketing and collateral materials including the website, newsletter, and promotional materials

Community Relations & Fund Raising (25-30%)

- Establishes fruitful relationships with community leaders; foundation and corporate funders; major donors; and City officials to assure consistent funding streams and productive relationships
- Develops and implements a fund development plan including corporate, government, major donor and foundation support
- Works with Board and ICCNC volunteers to expand and diversify funding from public and private sources
- Produces compelling, accurate and timely funding proposals and reports
- Successfully involves both the Board and volunteers in fundraising activities

Management, Administration, and Board Partnership (30-35%)

- Develops the annual budget and regularly reports to the Board on the financial strength of the organization
- Recruits, trains, and supports a strong staff and volunteer team with a broad range of skills and diversity consistent with the community we serve
- Ensures compliance with personnel policies established by the Board of Directors and with all federal and state regulations
- Responsible for financial oversight, seeing that all funds are disbursed in accordance with contract requirements and donor designations
- Manages the operation and maintenance of the buildings and facilities
- Negotiates all agency contracts and grants
- Is an active participant at Board and committee meetings
- Reports regularly to the Board of Directors regarding organizational objectives, financial status of the organization and other issues relevant to the Board of Directors
- Supervises the implementation of Board of Directors' policies
- Other duties as assigned

**Provided as a guideline to the incoming Managing Director, given the organization's strategic priorities for the first 12–18 months of the job*