

Job Description – Executive Director

Islamic Networks Group (ING)

San Jose, California

Organization:

Islamic Networks Group (ING) envisions a world in which people of diverse backgrounds are understood and respected and their contributions valued, and in which American Muslim communities play a vital role in promoting values of inclusion and coexistence.

In pursuit of this vision, ING's mission is to counter prejudice and discrimination against American Muslims by teaching about their traditions and contributions in the context of America's history and cultural diversity, while building relations between American Muslims and other groups. ING emphasizes the importance of countering all forms of bigotry while working within the framework of the First Amendment's protection of religious freedom and pluralism.

Founded in 1993, ING achieves its mission through education and community engagement. We work through regional volunteers and affiliated organizations across the country who provide thousands of presentations, training seminars and workshops, and panel discussions annually in schools, colleges and universities, law enforcement agencies, corporations, healthcare facilities, and community organizations as part of cultural diversity curricula and programs. Reaching hundreds of groups and tens of thousands of individuals a year at the grassroots level, ING is building bridges among people of all backgrounds.

Visit us at www.ing.org

Board of Trustees & Board of Directors:

ING has a distinguished Board of Trustees and Board of Directors. As leaders in their respective fields, ING's Trustees & Directors bring a wealth of experience to the organization and represent diverse ethnic and religious backgrounds. For more information, go to:

<http://www.ing.org/board-of-trustees>

<http://www.ing.org/board-of-directors>

Organizational Highlights:

- ING operates four programs that promote intercultural understanding and mutual respect. The Islamic Speakers Bureau consists of speakers from the Islamic faith who supplement

existing curriculum and cultural diversity programming relating to Islam and Muslims in public institutions. The Interfaith Speakers Bureau program consists of speakers from the Islamic, Jewish, Christian, Buddhist and Hindu traditions who speak together on panels to increase religious and cultural literacy and mutual respect in a way that reflects religious pluralism. The Affiliate program initiates and supports regional Islamic and Interfaith Speakers Bureaus all across the country. The Bullying Prevention program works to prevent teasing, harassment and bullying of minority students through student led programs.

- ING trains and certifies Muslim, Jewish, Christian, Buddhist and Hindu speakers who deliver between 500-700 educational and interfaith programs annually to a variety of institutions in the San Francisco Bay Area.
- ING provides content, materials and other support to its affiliates and partners throughout the United States who deliver an additional 4,000 presentations annually. This means that approximately 250,000 people of all faiths interact face-to-face with ING and its affiliated speakers each year.
- ING has developed content and interfaith oriented programs on a variety of topics, ranging from a basic overview of the five major world religions and their shared values with other faiths, to topics relating to how the faith is lived, perspectives on contemporary issues, and cultural competency trainings for various institutions.
- ING has developed a growing list of answers to frequently asked questions about Islam and Muslims in consultation with preeminent indigenous scholars who are familiar with the challenges of Muslims living in the West.
- ING initiates and collaborates with established partners on various interfaith programs that teach about world religions and their commonalities and contributions to civilization.

To apply for this position:

Contact ING Transition Committee Director, Naeem Raza at Mail@ing.org

Job Title:

Executive Director.

Type of Position:

Full-time, exempt.

Responsibilities:

The Executive Director is responsible for leading and managing ING in accordance with the organization's mission and strategic objectives. Areas of responsibility include content and program development and management, fund development, operational and fiscal management, administrative oversight and staff supervision, as well as community and public relations. The Executive Director reports directly to the Board of Trustees.

Specifically, the Executive Director's responsibilities include the following:

1. Operational Management

- Provides leadership in developing strategic, organizational and financial plans with the Board of Trustees and staff, and carries out plans and policies authorized by the Board.
- Maintains official records and documents, and ensures compliance with federal, state and local regulations.
- Assures that the Board is kept fully informed on the condition of the organization and all important factors influencing it.

2. Fund Development

- Develops and implements fundraising campaigns.
- Expands, strengthens and sustains a diverse funding base that includes individual, foundation and corporate giving.

3. Content Development and Management

- Provides leadership in creating, designing and developing educational materials and content that address the needs of the institutions we serve.
- Oversees all communications and statements from ING, ensuring that messaging is consistent with the organization's mission.

4. Program Development and Management

- Assures that the organization has a long-range strategy which achieves its mission, and that through its programs, the organization is making significant progress towards that mission.
- Provides leadership in developing, implementing, and marketing ING programs, which include the Islamic Speakers Bureau, Interfaith Speakers Bureau, ING Affiliates, and Bullying Prevention..
- Broadens ING's reach throughout the country through partnerships and interfaith collaborations as well as expansion of the ING Affiliate program.
- Increases public awareness of ING's work, and raises the visibility of the organization through the development and implementation of campaigns geared to its various constituencies.
- Maintains a working knowledge of significant developments and trends as well as emerging issues in ING's field of work.

5. Fiscal Management

- Works in coordination with the Board to prepare an annual budget, produces quarterly financial reports for the board, and ensures that the organization operates within budget guidelines.
- Ensures adequate funds are available at all times to permit the organization to carry out its goals and objectives.
- Maintains sound financial practices, ensures compliance with funding sources and regulatory requirements and the continued accreditation of the Better Business Bureau.
- Maintains rigorous accountability standards for grant and budget tracking.
- Oversees all bookkeeping, accounting and financial audits and other activities.

6. Personnel Management

- Recruits, manages, inspires, motivates and empowers a strong team of employees and volunteers.
- Prepares for the anticipated growth of the organization; develops and implements appropriate human resource policies and procedures, including training, career development, hiring and firing, succession planning and performance management for all staff and volunteers
- Promotes an organizational culture that fosters a passion for ING's mission, open and frequent communication, teamwork, and a common organizational vision that attracts,

motivates and retains a diverse and high quality staff.

7. Board Relations

- Serves as the primary staff person for the Board of Trustees and its executive, finance and nominating committees.
- Maintains regular ongoing communication with the Board of Trustees.
- Works with the Board of Trustees executive committee to recruit, train and maintain a diverse board of trustees representing ING's funding sources, clients and the community it serves.
- Works with the Board in strategic, resource and financial planning as well as membership development and overall organizational development.
- Assists the Board Chairperson in planning the agenda and materials for Board meetings.
- Initiates and assists in developing policy recommendations and in setting priorities.
- Facilitates the orientation of new Board members.

8. Community and Public Relations

- Serves as chief liaison of the organization for the public and community.
- Establishes and maintains sound working relationships and cooperation with community groups and organizations as well as interfaith partners.
- Publicizes the activities of the organization, its programs and accomplishments.

Education/Experience Requirements:

The Executive Director should possess the following background, experience and characteristics:

- Holds a master's degree in non-profit management, education, religious studies, social sciences, global studies, business administration, or related fields.
- Proven leadership skills and experience of at least five years in senior management positions within the non-profit or business sector.
- Excellent organizational, development, interpersonal, marketing, communication, administration and personnel management skills essential.

- Experience in running or working at the executive level of start-up organizations.
- Experience working in cultural diversity education and public institutions is a plus (e.g., middle/high schools, colleges/universities, law enforcement, health care, and faith-based organizations).
- Demonstrated knowledge of and experience working within the Muslim and other faith-based communities in the United States.
- Experience in fund development is a plus
- Is trustworthy, diplomatic, understanding, and innovative with a high energy level.
- The ability to build collaborative partnerships with diverse constituents.
- Is a visionary and possesses a passion for the mission of ING.

The Executive Director should also possess the following skills:

- Excellent communication skills, both written and oral; strong presentation skills
- Excellent analytical skills
- Sensitive to cultural and religious sensitivities in diverse communities.
- Social networking skills acquired through the regular use of Facebook, Twitter and other social networking sites.
- Considerable knowledge of standard office procedures and practices, including personal computers using Microsoft Word, Excel, and Access.

Reporting Relationships:

The Executive Director reports to the Board of Trustees.