



Islamic Society of North America Canada (ISNA Canada)
EXECUTIVE DIRECTOR
POSITION OPENING

The Executive Director, the key management leader of ISNA Canada Administration Team, is responsible for overseeing the organization's administration, programs and strategic plan. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the ISNA Canada Board of Directors.

GENERAL RESPONSIBILITIES:

Board Governance:

- Works with the Board in order to fulfill the organization's mission.
- Responsible for leading ISNA Canada in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing timely and accurate information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability:

- Develops resources sufficient to ensure the organization's financial health.
- Responsible for the fiscal integrity of ISNA Canada including submission of a proposed annual budget and monthly financial statements to the Board which accurately reflect the organization's financial condition.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support ISNA Canada's mission.

Organization Mission and Strategy:

- Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of ISNA Canada's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that ISNA Canada can successfully fulfill its Mission into the future.
- Responsible for the enhancement of ISNA Canada's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations:

- Oversees and implements resources to ensure that the organization's operations are appropriate.
- Responsible for effective management of ISNA Canada administration team.
- Responsible for the hiring and retention of competent and qualified staff based on policies and guidelines established by the Board.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- Minimum of a Master's degree in an area related to charity administration. MBA desirable.
- Well versed in the practice of Islam as a way of life
- Transparent and high integrity leadership
- Seven or more years of senior NFP management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of ISNA Canada's strategic future to the ISNA Canada staff, Board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to NFP sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Actual Job Responsibilities:

- Planning and operation of annual budget
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the NFP
- Serving as ISNA Canada's primary spokesperson to the organization's constituents, the media and the general public in accordance with ISNA Canada Board protocols
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ISNA Canada's Mission
- 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 Canada throughout the country
- Supervise and collaborate with organization staff
- Carry out strategic planning and implementation
- Oversee ISNA Canada Board and committee meetings
- Oversee marketing and other communications efforts
- Review and approve contracts for services
- Other duties as assigned by the Board of Directors

Applicants or nominees for the position should be Canadian citizens or permanent residents of Canada or have documents of eligibility for work in Canada.

Salary is commensurate with experience and other qualifications.

Quality benefits package includes health insurance.

Email resume to: Chair, ISNA Canada ED Search Committee, imtiazahmad@rogers.com