



Executive Director, Dar al Islam

Job Description

Background on Dar al Islam

Dar al Islam (DAI) is a non-profit organization based in the sweeping desert landscape of Abiquiu, New Mexico that aims to be the preeminent land-based institution facilitating inclusive Islamic learning and spiritual contemplation deeply rooted in this land for Muslims and the larger community. The organization achieves this purpose by creating programming and partnerships in a historic complex that has played a significant role in the lives of Muslims in North America. DAI ensures that its activities are in keeping with the well-established principles and teachings of Islam, drawing on historically-rooted Islamic legal methodologies and inclusive of Sunni (Sufi and non-Sufi) and Shia (Sufi and non-Sufi) traditions and practices.

DAI recently refreshed its Board, which is committed to fulfilling the potential of this vibrant, inclusive, spiritual campus in a fiscally responsible and sustainable manner. DAI is seeking an Executive Director to steward and steer the organization as it grows and shifts.

Executive Director Position

The Executive Director (ED) is responsible for the operations of DAI and the implementation of the strategy, mission, and vision of the Board. The ED reports to and is directly accountable to the Board of Directors.

RESPONSIBILITIES

Leadership, Management, and Operations

- Takes ultimate responsibility for the DAI campus, operations, programming, finance, administration, fundraising, and communications.
- Actively engages and coordinates with Board members, Community Advisory Council members, volunteers, partnering organizations, and funders.
- Participates in board and committee meetings in capacity as ED; serves as voting or non-voting member of such committees as decided by the Board. Actively shepherds all aspects of strategic planning with the Board.
- Leads, coaches, develops, and helps retain DAI's employees.
- Establishes and cultivates an organizational culture which demonstrates commitment to diversity, inclusion, equity, and belonging in accordance with the well-established principles and teachings of Islam.
- Collaborates with other thought leaders in the Muslim American landscape.
- Assumes overall responsibility for the proper administration of all personnel policies and programs and, when necessary, oversees the implementation of new or revised Board-approved policies and procedures.
- Acts as a primary fiduciary of DAI demonstrating the highest commitment to integrity, ethics, and the law.
- Stewards the place-based organization in Abiquiu, New Mexico, and as such, commits to a high level of presence at the Abiquiu campus (a minimum of 75% of time).



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Programming

- Develops, plans, and directs high quality, impactful, financially sustainable place-based programming to ensure the mission and vision of DAI are achieved.
- Ensures ongoing programmatic excellence and rigorous program evaluation. Implements improvements based on program evaluation.
- Publishes and communicates program results with an emphasis on the successes of the local programs as a model for regional and national replication.

Communications

- Provides timely information and programmatic updates to the Board.
- Ensures engagement with the local and national Muslim-American community.
- Builds partnerships with synergistic organizations, relationships with the funders, and political and community leaders.
- Deepens and refines all aspects of communications—from web and social media presence to external relations, with the goal of creating a stronger brand.

Finance & Fundraising

- Demonstrates clear understanding of non-profit financial management processes and oversees finance and accounting functions guided by best practices.
- Stewards the development of an annual operating budget and subsequent quarterly and annual reporting to the Board.
- Seeks and cultivates opportunities to grow funding from a variety of partners.
- Plans and implements yearly and long-range fundraising strategies to exceed annual operating budget.

KNOWLEDGE, SKILLS, AND TALENTS REQUIREMENTS

- Knowledge of the Muslim American landscape, including local, regional, and national organizations and academic centers of excellence which focus on Islam.
- Knowledge of the local New Mexican landscape of communities and contractors or willingness and commitment to learn.
- Knowledge of general non-profit management systems and policies to ensure compliance with IRS regulations.
- Ability to manage time and effort in order to meet strategic objectives.
- Excellent oral and written communication skills.
- Ability to conduct sensitive, empathetic interactions that respect the dignity and diversity of Muslim American communities served by DAI.
- Demonstrated understanding of the well-established principles and teachings of Islam and commitment to working with the Board and designated Religious Advisory Committee.
- Ability to work in a multidisciplinary team structure by demonstrating ability to collaborate and contribute to the team's work.
- Knowledge of principles and processes for providing excellent customer service, both internal and external.



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- Analytical skills necessary for the preparation of accurate, concise, and comprehensive reports.
- Ability to maintain records and information in an accurate, ethical, timely and confidential manner.
- Ability to adapt to changes, re-prioritizing as necessary.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduate degree required.
- At least five (5) years' demonstrable experience in senior leadership roles with responsibility for program management, supervisory, budgetary, and board relations required.
- At least five (5) years' experience designing and implementing successful nonprofit programming.
- Experience leading a diverse workforce with dignity and respect required.

WORK HOURS, COMPENSATION, BENEFITS

- This is a full-time, exempt, 40 hour/week role. The ED is expected to work onsite (at Abiquiu) at least 75% of the time (as coordinated with the Board), including being available evenings and weekends as needed for scheduled meetings and events.
- Dar al Islam offers a competitive salary (\$75,000 - \$90,000 per year, depending on experience and qualifications).

To apply, send CV and cover letter which includes a description of your relevant background and skills and your interest in the position to edsearch@daralislam.org.

Application Deadline, September 30, 2023