



Job Title: Executive Director

Job Category: Operations

Job Type: Regular

Time Type: Full-time, 40 hours per week

Location: Sterling, Virginia

Over the past four decades, the ADAMS has grown into one of the largest Muslim communities in the Washington, D.C. area. Today, we serve the areas of Sterling, Ashburn, Centerville, Chantilly, Gainesville, Great Falls, Herndon, Leesburg, McLean, and Reston, in northern Virginia. Our community continues to grow each year as more families join us.

The Executive Director for ADAMS is responsible for the fulfillment of the organization's mission and the development and implementation of its strategies. He/she plays an integral role in operational excellence for the organization.

Primary Role Responsibilities

- Serves as the direct reporting manager for department managers / heads.
- Fosters an organizational culture that attracts, engages, motivates, and retains a diverse team of competent and qualified staff and volunteers.
- Effectively collaborates with staff to improve organizational efficiency and capacity to achieve goals.
- Delegates responsibilities as needed and as delineated by the organization's structure.
- Keeps Board of Trustees informed of the status of operations, proposed operational and/or procedural changes, and administrative escalations
- Develops and maintains close working relationships with staff, community leaders, volunteers and other key representatives serving the community

General Management

- Oversee daily operations and execution functions at ADAMS HQ
- Manage paid staff and contractors
- Collaborates with Branch Operating Committees to ensure seamless execution at ADAMS branches

JOB REQUIREMENTS AND PREFERENCES:

Qualifications

Education: Bachelor's Degree (post-graduate degree desired)

Skills and experience:

- At least 5 years of experience in public policy, advocacy, or nonprofit management
- Non-profit management experience
- Excellent written and oral communication skills
- Experience developing performance objectives and reporting on progress
- Strategic planning and organizational skills

To apply, please submit your resume, cover letter, and references to [hr@adamscenter.org].

DISCLAIMERS:

All qualified applicants will receive consideration for employment at ADAMS without regard to race; creed; color; religion; national origin; sex; age; disability; genetic predisposition or carrier status; veteran, marital, or citizenship status; or any other status protected by law. ADAMS is proud to be an equal opportunity employer.

Responsibilities:

1. Strategic Leadership:
 - Develop and implement a strategic plan in alignment with the ADAMS' mission and goals.
 - Provide visionary leadership to the ADAMS community, fostering a sense of unity and shared purpose.
 - Collaborate with the Board of Directors and other key stakeholders to set strategic priorities and ensure their successful execution.
2. Operations and Administration:
 - Oversee day-to-day operations, ensuring efficient and effective functioning of ADAMS.
 - Manage administrative functions, including budgeting, financial management, and reporting.
 - Develop and implement policies and procedures to ensure compliance with legal, regulatory, and ethical standards.
 - Foster a positive and inclusive work environment, promoting teamwork and professional development.
3. Community Engagement:
 - Build and maintain strong relationships with the ADAMS' diverse community, fostering a sense of belonging and inclusivity.
 - Develop and implement programs and initiatives that address the spiritual, educational, and social needs of the community.
 - Collaborate with community leaders, organizations, and interfaith groups to promote dialogue, understanding, and cooperation.
4. Fundraising and Resource Development:
 - Develop and execute fundraising strategies to ensure the financial sustainability of ADAMS.
 - Cultivate relationships with donors, sponsors, and community members to secure financial support.
 - Seek out grant opportunities and manage grant applications to support ADAMS programs and initiatives.
5. Communication and Public Relations:
 - Develop and implement effective communication strategies to engage and inform the community.
 - Utilize various communication channels, including social media, newsletters, and public events, to promote ADAMS' activities and initiatives.

Qualifications:

- Proven leadership experience in a similar role, preferably within a religious or nonprofit organization.
- Excellent organizational and managerial skills, with the ability to oversee multiple functions and projects.

- Strong interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders.
- Demonstrated experience in strategic planning, financial management, and fundraising.
- Knowledge of legal and regulatory requirements related to religious organizations.
- Proficiency in relevant computer applications and technology.

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