



FVAMC

Farmington Valley
American Muslim Center

35 Harris Road, Avon, CT 06001 | Web: <http://www.fvamc.org> | E-mail: info@fvamc.org | 501 C (3) Tax Exempt # 46-1780347

Job Description FVAMC Executive Director

POSITION OVERVIEW

The Executive Director (ED) is responsible for overseeing the organization's administration, programs, fundraising, and strategic initiatives. The ED will work closely with the Board of Trustees (BOT) to ensure the mission, vision, and policies of the organization are effectively implemented while maintaining sustainable growth. The ED will have a direct report to the President with a dotted line to the Treasurer of the BOT. This position requires a passionate and experienced leader who can manage operations, lead a team, and build relationships with donors, community partners, and stakeholders.

KEY RESPONSIBILITIES

Leadership and Strategy:

- Lead the organization with a clear vision, ensuring alignment with its mission and goals.
- Collaborate with the Board of Trustees to develop and implement the organization's strategic plan.
- Foster a culture of inclusivity, accountability, and excellence throughout the organization.
- Ensure clear and transparent communication with staff, the Board of Trustees, the community, donors, and other key stakeholders.
- Track the organization's performance and make necessary adjustments to achieve both short-term and long-term goals.
- Establish systems for effectively monitoring and evaluating program performance.

Operational Management:

- Oversee daily operations to ensure the organization runs smoothly and efficiently.
- Maintain the cleanliness and upkeep of the facility, including systems such as fire, sound, camera surveillance, climate control, and all maintenance needs (grounds, septic, building structure, garbage collection, pest control). Address emergency repairs promptly.
- Ensure key activities like Friday sermons, Taraweeth, Janazas, and Nikahs are properly scheduled and covered.
- Manage the organization's insurance policies, working with the insurance broker to secure competitive pricing, ensure timely renewals, and handle any audits or surveys from insurance carriers.



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Staff and Volunteer Management:

- Lead and support a diverse team of staff and volunteers, promoting professional growth and fostering a positive work culture.
- Ensure staff roles and responsibilities are well-defined, providing continuous feedback and opportunities for development.
- Work closely with FVAMC Academy / AQL principals to ensure the success of key programs.
- Oversee the recruitment, training, and retention of volunteers to support the FVAMC's programs.

Community Engagement and Program Management:

- Publish an annual report to update the community on the organization's progress and achievements.
- Organize community events, including monthly potluck dinners, Muslim Heritage Month celebrations, open houses, and Salam Ramadan
- Partner with community organizations on programs and initiatives—such as Mobile Foodshare, health clinics, and similar efforts—that align with our mission.
- Manage electronic communications and oversee social media channels (Facebook, WhatsApp, YouTube, website).

Financial Management:

- Oversee all financial management activities, including managing bank accounts, cash flow, collecting and depositing donations, conducting monthly audits and reconciliation of revenue and expenses, processing bill payments, handling payroll, managing monthly ACH donations, and preparing monthly and annual financial reports.
- Prepare budget for the upcoming year for Board review and approval.
- Set clear goals for the upcoming year, and conduct an annual performance review to track progress and impact.
- Manage the annual budget, ensuring financial sustainability and compliance with FVAMC financial policies, as well as local, state, and federal financial regulations.
- Oversee quarterly and annual tax filings, including W-2, 1099, year-end tax receipts for donors, and the Form 990 federal tax filing.

Fundraising and Community Engagement:

- Lead fundraising efforts to meet the organization's financial goals, including donor engagement, organizing events, and managing Ramadan and Fall fundraising campaigns.



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- Build and maintain strong relationships with current and potential donors, sponsors, and supporters to ensure long-term commitment and support.
- Devise annual fundraising strategies for corporate sponsorship.
- Develop and implement a strategy to raise funds for the organization's endowment fund.
- Represent the organization in the community by building partnerships and collaborations with other non-profits, businesses, government agencies, and community leaders.

Governance:

- Act as a liaison between the Board of Trustees and staff, ensuring the Board is informed of key developments and challenges.
- Provide regular updates to the Board on organizational performance, financial status, and strategic initiatives.
- Develop and implement policies and procedures to ensure effective organizational operations.

Qualifications:

- Bachelor's degree required; advanced degree preferred (e.g., MBA, MPA, or similar).
- Minimum of 5 years of senior management experience, preferably in Muslim Center setting.
- Proven track record of successful fundraising and relationship-building.
- Strong financial acumen and experience managing budgets and financial operations.
- Exceptional communication skills, both written and verbal, with the ability to engage stakeholders at all levels.
- Experience working with a Board of Directors and understanding the best practices of governance.
- Knowledge of the non-profit sector, including relevant laws, regulations, and ethical standards.
- The ability to lead in a fast-paced, dynamic environment while staying focused on the organization's mission.

Personal Characteristics:

- Passionate about the vision and mission of FVAMC.
- Strong ethical standards and a commitment to transparency and accountability.
- Collaborative and inclusive leadership style.
- Creative problem-solving and strategic thinking abilities.



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- Self-motivated, goal-oriented, and able to inspire and lead others.

Compensation:

Competitive salary, commensurate with experience.

How to Apply:

Please submit a resume, cover letter, and references to info@fvamc.org.