

<b>Job Title:</b>	<b>Executive Director</b>	<b>Classification</b>	Full time salaried position
<b>Department:</b>	Executive team	<b>Compensation &amp; Benefits</b>	
<b>Reports to:</b>	Board of Directors	Annual Salary Range: \$120-\$150K, contingent on experience and geographic location  Benefits: <ul style="list-style-type: none"> <li>• Employer provided health, dental and vision insurance</li> <li>• 401(k) retirement plan</li> <li>• 3 weeks paid vacation (increasing with years of service, up to 5 weeks with 5+ years of service)</li> <li>• 12 days paid office holidays</li> <li>• Professional development opportunities</li> </ul>	
<b>Location:</b>	Washington, DC		
<b>Travel:</b>	Frequent travel to MI and other sites as needed (30-35%)		
<b>Direct reports:</b>	Director of Research, Director of Finance, Director of Communications and Director of Development		
<b>Key relationships:</b>	Development Team, Research Team, Communications Team, Leadership Team, Alumni Impact Council, Next Gen Advisory Board and Board of Directors		
<b>Job Role</b>			
<b>Role Overview:</b>	Lead, direct and manage all aspects of ISPU's work as well as its overall strategy, growth and representation.		
<b>Accountabilities</b>			
<b>Key Accountabilities / Responsibilities:</b>	<b>Key Activities</b>	<b>% Time on Task</b>	
<b>Leadership and Organizational Management</b>	<ul style="list-style-type: none"> <li>• Lead organizational strategy and encourage a mission-centric culture to deliver on the vision and goals of ISPU.</li> <li>• Direct, supervise and evaluate senior leadership team and provide oversight on operations, administration, finance, development, outreach, research and education programs and compliance.</li> </ul>	30%	

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	<ul style="list-style-type: none"> <li>• Lead an inclusive strategic and yearly planning process and ensure that planning decisions are used in setting annual and project goals. Align activities with fundraising and operational priorities, impact and effectiveness.</li> <li>• Direct, motivate and develop staff. Promote a flexible, healthy and people-centric organizational culture that fosters open and frequent communication, cooperation and shared accountability.</li> <li>• Lead communication and outreach and increase the visibility of ISPU. Communicate accessible messages and themes that will resonate with ISPU's target audiences in effective ways.</li> <li>• Act as steward for ISPU's work, ensuring excellence, relevance and impact.</li> <li>• Lead evaluations of institutional effectiveness, management quality, staff satisfaction, and assessment of institutional needs on a regular basis and assess and implement recommended changes.</li> <li>• Along with Directors, creation and dissemination of internal procedures manuals/forms/policies.</li> </ul>		
<p style="text-align: center;"><b>Research, Outreach and Strategy</b></p>	<ul style="list-style-type: none"> <li>• Initiate and lead relationships with foundation partners, community leaders and relevant stakeholders; build and grow strategic collaboration and partnerships. Foster open dialogue to better understand areas of research need and interest, more effectively develop and direct ISPU's work and enhance mutual cooperation.</li> <li>• Develop, execute and communicate a balanced portfolio of strategic projects with demonstrated line of sight to the stated mission, goals and objectives of ISPU.</li> <li>• Ensure effective monitoring and evaluation of research projects and programs.</li> </ul>		<p style="text-align: center;">15%</p>

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	<ul style="list-style-type: none"> <li>• Represent ISPU in public forums, sharing ISPU’s work and impact and supporting dissemination of ISPU research and findings.</li> <li>• Final review of all publications, collateral and reports produced and disseminated by ISPU and its affiliated scholars.</li> </ul>		
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Serve as lead ambassador working with the Development team to design and implement a comprehensive fundraising program and yearly plans.</li> <li>• Directly participate in the identification, cultivation and solicitation of major gifts.</li> <li>• Support engagement with broad range of individual donors in line with development strategy.</li> <li>• Oversee relationships with foundations and other institutional donors; grant and report writing.</li> <li>• Expand and diversify ISPU’s funding base by identifying and cultivating relationships with individuals, new foundations and donor institutions.</li> <li>• Ensure compliance with donor requirements, approved budgets and project objectives.</li> </ul>		40%
<b>Board Relations and Governance</b>	<ul style="list-style-type: none"> <li>• Partner with Board of Directors to fulfill governance responsibilities and expand Board engagement and support in fundraising, networking and related activities.</li> <li>• Provide direction and recommendations to Board to ensure effective and transparent governance.</li> <li>• Share feedback from partners and stakeholders with Board on a regular basis, to foster continuous improvement of ISPU’s work.</li> </ul>		10%

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	<ul style="list-style-type: none"> <li>• Act as a conduit between the Board and ISPU staff, ensuring that concerns are communicated, and decisions shared.</li> <li>• Support planning and implementation of board meetings and retreats.</li> <li>• Liaise with and inform Alumni Impact Council and Next Gen Advisory Board, engaging them in ISPU development and planning where appropriate.</li> </ul>		
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Provide fiscally sound management and oversight of the organization; ensure that financial resources are available to support ISPU's short and long term operational and programmatic needs.</li> <li>• Recommend yearly budget for Board approval and prudently manage resources within those budget guidelines according to laws and regulations.</li> </ul>		<b>5%</b>
<b>Candidate Qualifications</b>			
<b>Education &amp; Certifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree required; advanced degree in relevant field is preferred.</li> </ul>		
<b>Essential Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• At least five years of progressively responsible experience leading an organization, department, or major project with a \$1-\$5 million annual budget at a non-profit, policy or research organization, or in business or academia.</li> <li>• Proven success in growing an organization and building effective partnerships.</li> <li>• A track record of successful fundraising and enthusiasm for fundraising and external relations, including demonstrated ability to identify and solicit major individual and institutional gifts and familiarity with foundations and grant making process.</li> <li>• Outstanding communication skills and a strong executive presence, with the ability to inspire and engage as a presenter and in writing.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• The ability to think strategically and programmatically and successfully manage diverse operations. Strong organizational abilities including planning, delegating, program development and task facilitation. Capacity to successfully manage many projects/responsibilities simultaneously.</li> <li>• The capacity to build strong and collaborative teams, encourage communication, excellence and accountability. Ability to effectively manage, mentor and energize a decentralized staff and foster a team culture. Proven success in recruiting, evaluating and managing staff.</li> <li>• Strong business acumen with experience overseeing financial management, including budget development and accountability measures. Understanding of budget preparation, analysis and reporting required.</li> <li>• Familiarity with Islam and Muslim culture, and with the American Muslim community. An affinity for working with a diverse community of partners, stakeholders and donors.</li> </ul>		
Desirable Knowledge and Experience	<ul style="list-style-type: none"> <li>• Research experience or prior work experience with think tank or research institution a plus.</li> </ul>		