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## Background on the Islamic Society of Baltimore

The Islamic Society of Baltimore (“ISB”) was established in 1969 by a handful of families who held weekly meetings and Friday prayers at Johns Hopkins University. As the community continued to grow, the need for a larger facility also grew. In 1982, ISB purchased an 8-acre lot at its current location and built Masjid Al-Rahmah. Three years later, a housing complex was built adjacent to the Masjid and by 1987, a full-time primary school had been established. Within the next ten years, ISB founded the Quran Academy and Sunday school which were in full swing just in time for the completion of the multi-purpose hall in 1997. To meet the growing needs of our community we are continuously expanding both our services, as well as our physical footprint. By 2022, ISB completed its Phase 3 Project expanding its footprint with additional classrooms, meeting space, youth lounge, brand-new Hifdh space for boys and girls, and a contemporary office serving our community.

ISB aspires to be the anchor of a growing Muslim community with diverse backgrounds, democratically governed, relating to one another with inclusiveness and tolerance, and interacting with neighbors in an Islamic exemplary manner. ISB is Maryland’s largest Islamic community with full-time K-8 school, Sunday School, Quran Academy, Community Health Clinic, Nursery, Youth Group and the coveted Golden Age Activity Center and much more. ISB engages in regular interfaith activities, government relations, and social services.

## Executive Director Position

The Executive Director (“ED”) will be responsible for the operations of ISB and the implementation of the strategy, mission, and vision of the ISB Council (the “Council”). The ED will ultimately report to and is directly accountable to the President of ISB.

## RESPONSIBILITIES

### *Leadership, Management, and Operations*

- Takes executive responsibility for the ISB campus, operations, programming, finance, administration, fundraising, and communications.
- Actively engages and coordinates with Council members, board and committee members, stakeholders, community 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 Council and boards.
- Drives and directs all aspects of strategic planning for the organization.
- Leads, coaches, develops, and helps retain ISB’s employees; while managing paid employees and contractors.
- Effectively collaborates with staff to improve organizational efficiency and capacity to achieve goals.
- 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.
- Attends Council meetings, oversees and reports portfolio results to the Council.
- Prepares accurate and timely analyses that capture and communicate results, variances, and



performance trends.

- Collaborates with other thought leaders in the Muslim American landscape, including collaboration with local and regional masjid and leadership entities.
- Assumes overall responsibility for the proper administration of all personnel policies and programs and, when necessary, oversees the implementation of new or revised Council-approved policies and procedures.
- Acts as a primary fiduciary of ISB demonstrating the highest commitment to integrity, ethics, and the law.
- Commits to a high level of presence at the main campus located at 6631 Johnnycake Road, Baltimore, Maryland 21244.

#### *Programming*

- Develops, plans, and directs high quality, impactful, financially sustainable place-based programming to ensure the mission and vision of ISB are achieved.
- Ensures ongoing programmatic excellence and rigorous 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 Council.
- 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 reporting to the Council.
- Seeks and cultivates opportunities to grow funding from a variety of partners.
- Works to seek out grant opportunities and manage grant applications to support programs and ISB initiatives.
- Plans and implements yearly and long-range fundraising strategies to exceed annual operating budget.

### **KNOWLEDGE, SKILLS, AND TALENTS REQUIREMENTS**

- Is a steward of Sunni Islam and has knowledge of the Muslim American landscape, including local, regional, and national organizations and academic centers of excellence which focus on



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Islam.

- Understands local Baltimore Muslim communities with a willingness and commitment to learn.
- Actively played a leadership role in a masjid environment or Islamic institution in the United States.
- Knowledge of general non-profit management systems and policies to ensure compliance with IRS regulations.
- Ability to manage time and effort 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 ISB.
- Demonstrated understanding of the well-established principles and teachings of Sunni Islam and commitment to working with the Council.
- 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.
- 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**

- Bachelor's degree required; Master's degree preferred
- 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 least 60% of the time (as coordinated with the Council), including being available evenings and weekends as needed for scheduled meetings and events.
- ISB offers a competitive salary and benefits package.

To apply, send your resume or credentials to [hr@isb.org](mailto:hr@isb.org)