



# ISB Atlanta

ISLAM. SERVICE. BRIDGE-BUILDING.

ISB Atlanta builds bridges of understanding between the Atlanta Muslim communities and the wider community through education, service, leadership development and community engagement.

## Job Posting: Associate Director

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Reporting to the Executive Director, the Associate Director has both internal and external facing responsibilities. The Associate Director plays a critical role in shaping and implementing the organization's strategy, including oversight of programs, operations, and financial management.

### What you'll do:

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Represent us at events, meetings, and gatherings and serve as our voice when collaborating with partners.
- Participate as a member of the fundraising team and assist with increasing fundraising capabilities.
- Position the Executive Director and other leaders for meetings with key partners, including preparing development, marketing, and communications material.
- Serve as a central triage point for inbound questions and opportunities, ensuring the right programmatic partners are engaged.
- Provide effective leadership by being actively involved in all programs, developing a broad and deep knowledge of their purpose, role and contributions to the organization.
- Ensure a clear system of information management that includes donors, organizational partners, program participants and other contacts
- Assist with the annual budgeting process, manage effectively within the organizational budget, and report accurately on progress made and challenges encountered.

### What you'll bring:

- Minimum of five years of related experience. Nonprofit experience or training with knowledge in supervision, program development, administration and advancement.
- Keen understanding of the Muslim community and Islamic traditions
- Staff Supervision with multiple direct-reports
- Strong verbal and written communication skills, with the ability to convey complex technical information in a manner that is easy for others to understand.
- Proven ability to cultivate and sustain strong relationships, collaborate, influence, and impact outcomes.
- Technologically savvy.

**What you'll get out of it:**

- Competitive compensation in the non-profit marketplace. (Contract position)
- Flexible work hours.
- Access to and relationships with high-caliber community and professional leaders.
- Professional development and skill building opportunities.

The right candidate will be a mission-focused, seasoned, strategic, and process-minded leader. She/he must be independent, highly organized, and possess excellent verbal and written communication skills, with attention to detail, while able to effectively manage multiple projects, budgets and staff.

This is a hybrid contractor position based in Atlanta, GA. Some night and weekend work, as well as frequent travel throughout Metro Atlanta are required.

To apply for this position, send your resume and cover letter to [careers@isbatlanta.org](mailto:careers@isbatlanta.org)  
[www.isbatlanta.org](http://www.isbatlanta.org)