



Please send a cover letter/
resume to careers@icoi.net

islamiccenterofirvine

Executive Director

Job Summary:

The Executive Director will serve as the chief administrator, providing leadership and implementing policies and programs to carry out the work and mission of the Islamic Center of Irvine (ICOI), including but not limited to fundraising, marketing, and community outreach. Responsible for monitoring ICOI operations and ensuring employees and business practices comply with regulatory and legal requirements. Works closely with the Board of Directors in the implementation of the strategic initiatives.

Supervisory Responsibilities:

- Oversees the daily administration of ICOI by implementing policies, procedures, and programs.
- Drafts and implements performance standards and metrics.
- Identify potential risks and opportunities within the organization and its environment to protect interests of ICOI.

Duties/Responsibilities:

- Reports to the Board of Directors, maintain open communication and disclosure of the conditions, operations, and needs of ICOI.
- Drafts, presents, and recommends organizational policies and programs to the Board.
- Develops financial resources sufficient to ensure the financial health of the ICOI, along with fiscal integrity.
- Facilitates periodic audits and compliance activities for ICOI.
- Supports and directs public relations activities to build and maintain relationships with other organizations and the broader Irvine community.
- Develops the organizational culture and promotes transparency and collaboration throughout ICOI.
- Represents ICOI at social and corporate events in ways that strengthen the ICOI brand.
- Executes other duties as requested by the Board of Directors.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Strong supervisory and leadership skills with the ability to develop and communicate ICOI's mission and vision.
- Strong strategic thinking, analytical, and problem-solving skills.
- Demonstrated ability to oversee, collaborate and develop/motivate staff.
- Excellent verbal and written communication skills.
- Ability to establish and maintain working relationships with government agencies, community leaders, and the general public.
- Excellent organizational skills and attention to detail.
- Ability to function well in a high-paced and at times, stressful environment.
- Proficient with Microsoft Office Suite or related software.

Experience:

- At least three to five years of business administration and/or experience in Religious Nonprofits with supervisory and leadership experience preferred.