

**Executive Director Role**  
**Islamic Education Center of Pennsylvania**  
**Allentown, PA**

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## **ORGANIZATION BACKGROUND**

Founded in 2004, Islamic Education Center of Pennsylvania (IECPA) is a registered 501(c)(3) non-profit organization serving the local Lehigh Valley community through a host of religious and social programs.

## **VISION + MISSION**

Our **vision** is to uplift the local community by fostering a sense of unity that embodies Islamic values and develops well-rounded members of society.

Our **mission** is to educate the Lehigh Valley community about the tenets of Islam by providing educational, religious, social, and economic services to all those in need.

## **ROLE MISSION STATEMENT**

The Executive Director serves as an executive leader of IECPA responsible for day to day administration, operations and planning of the center including Tajan (Weekend and Weekday schools). This full time position requires heavy on-site presence and the ideal candidate will be required to relocate to the area.

## **REQUIREMENTS**

### **LEADERSHIP & MANAGEMENT:**

- Responsible for leading Islamic Education Center of Pennsylvania (IECPA) in a manner that supports and guides the organization's mission as defined by the Board of Directors (BD)
- Actively engage and energize IECPA volunteers, board members, committees, partnering organizations, and community members
- Ensure IECPA programs carry out the organization's mission
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems
- Serve as ex-officio of each committee - working closely with IECPA department and committee leads
- Hire, lead, develop and retain IECPA's department and committee leads and staff

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- Ensure effective systems are in place to track progress, maintain departmental Objectives and Key Results (OKRs), and regularly evaluate program effectiveness - that is then communicated to the board, donors, and other constituents.
- Sign all notes, agreements and other instrument made and entered into and on behalf of the organization
- Develop positive relationships with key stakeholders, including government agencies and local elected officials
- Proactively address challenges in the internal and external environment to protect organization interests
- Works with board to create and present annual metrics/dashboards/media content etc

**FINANCE:**

- Create and submit a proposed annual budget to the BD
- Submit monthly financial statements to the BD, which accurately reflect the financial condition of the organization
- Implement financial and donor management systems
- Ensure ongoing support, management, and accuracy in financials and bookkeeping. Work closely with any financial staff to ensure the financial health of the organization.

**FUNDRAISING & COMMUNICATIONS:**

- Liaise with the Development Committee as they fundraise to support IECPA's mission
- Expand local revenue generating and fundraising activities to support existing program operations and community expansion
- Liaise with the Communication Committee to expand all aspects of communications with the goal of creating a stronger presence in the community
- Increase community awareness regarding the services and programs IECPA provides
- Schedule and deliver occasional presentations to audiences of diverse backgrounds
- Excellent written and verbal communication skills in English

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**PLANNING & NEW BUSINESS:**

- Liaise with the BD to develop and implement strategic plans that define organization goals and objectives
- Recommend timelines and resources needed to achieve the strategic goals
- Cultivate positive relations with donors, volunteers, organizations and the general public in the Lehigh Valley
- Develop and oversee the fund development strategy for IECPA in conjunction with the Development Committee lead, including its four major deliverables:
  - Annual Report
  - Guardian's Banquet
  - Ramadan / Dhul Hijjah / Giving Tuesday Donation Campaigns
  - Annual EOY Banquet

**COMPLIANCE:**

- Ensure compliance with all applicable laws, policies and regulations across the organization.

**PREFERRED SKILLS:**

- PMP certified
- Accounting/Bookkeeping Experience
- CRM Experience
- Non-profit management experience
- Excellent written and verbal communication skills in Arabic

If you meet the qualifications listed apply by email to [bd@iecpa.org](mailto:bd@iecpa.org) with your resume