



# ISLAMIC CENTER OF BOCA RATON

3480 NW 5<sup>th</sup> Ave, Boca Raton, FL 33431  
Tel: (561) 395-7221 Fax: (561) 395-7229

## ICBR Executive Director Position

Date Posted: May 9, 2022	Location: Boca Raton, FL
Categories: Administration/Business	Job Type: Full-Time
Mosque Size: Friday prayers over 500 attendees	Salary: Based on Experience

## Job Description

### ROLE SUMMARY

The Executive Director reports to the Executive Director Liaison of the Shura Council, serves as the mosque's primary operations manager and spokesperson for the community, overseeing the mosque's day-to-day operations and community events. The Executive Director is a mission-driven and process-minded leader who can help the mosque continue to thrive and grow in the community and who reflects ICBR's vision.

### QUALIFICATIONS

- Strong administrative and organizational skills; a strong track record of executing organizational strategies and developing systems to implement vision.
- Results-focused leadership with strong interpersonal skills adaptable to a variety of personalities and situations. Ability to lead teams, recruit, develop and inspire people, set clear expectations and accountability.
- Minimum Bachelor's degree required
- 2-5 years of experience in Community Service Work and/or volunteer work.
- Commitment to serving the South Florida community in this role for at least three years to ensure a solid foundation and consistency.
- Strong grasp of marketing and social media outreach.
- Excellent communication skills, strong command of English language. Preferably speaks other languages as well.
- Strong leadership skills, interpersonal skills, relationship building, adaptability, innovation, creativity, motivated and self-driven.

### PRIMARY RESPONSIBILITIES

#### Partner with Imams and Shura Council

- The Executive Director will partner with the Imams and Shura so that all mosque activities thrive and are aligned with the vision, values, and strategies of ICBR.
- Serve as liaison between Shura, Office Manager and staff.
- Implement decisions from the Shura. Regularly attend Shura meetings.

#### Staff Oversight



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- The Executive Director will lead, coach, and equip the office staff to carry out the vision, values, and strategies of ICBR.
- Manage payroll, staff meetings, performance evaluations.
- Ensure a culture of focus and accountability where each direct subordinate
- Understands his/her role, responsibilities, outcomes, and achieves them with excellence.

## **Oversee/Lead Mosque Operations and Administration**

- The Executive Director will lead and oversee the operational side of ICBR (e.g. facilities, finances, budgets, administration, IT, HR, Legal, etc.).
- He/she will oversee all internal processes and infrastructures to ensure they are effective, efficient; and are aligned with the vision, values, and strategies of ICBR.
- Maintain ICBR facilities and grounds. Oversee contractors, landscaping, and repairs.

## **Serve as Point of Contact for the General Community**

- Field calls and emails from the community.
- Serve as primary point of contact for ICBR.

## **Outreach and Community Engagement**

- Represent ICBR in the greater South Florida Community, attending community events at other mosques, Islamic Centers, and other community engagements.

## **Public Relations**

- Maintain strategic relationships with local and state organizations, such as the Clergy Association, Police Department, Mayor, etc.

## **Community Engagement**

- Manage website, emails, social media, and community events.
- Be the face of ICBR in the community.
- Community Service and Community Volunteer Management/Coordination

## **Fundraising**

- Managing fundraising efforts, coordinating visiting fundraisers/Imams/guest speakers.
- Establishing processes for donor management.

## **Accounting**

- Overseeing annual budget, ensuring bills paid in timely manner, overseeing and directing the Office Manager.
- Provide financial oversight and ensure financial reports and other appropriate information is reported to the Shura.

***Qualified candidates may apply by sending your resume to  
masjid@icbr.org.***