

<b>Job Title</b>	Executive Director
<b>Employer/ Agency</b>	Olive Branch Muslim Family Services
<b>Job Description</b>	<p><b>Core Job Description:</b> The Executive Director will implement the policy directives of the Board of Directors while providing a visionary approach to organizational development. Working collaboratively with board, staff and volunteers, the ED will manage and oversee all agency programs, and an operational budget of over \$300,000. The individual applying for this job must be a leader who is resourceful, a team builder and highly organized and excellent with written and verbal skills with flexibility to work some evening and weekend hours.</p> <p><b>Organizational Development:</b></p> <ul style="list-style-type: none"> <li>• Uphold and advance the mission, vision and values of Olive Branch Muslim Family Services.</li> <li>• Collaborate with the Board of Directors in developing, establishing, and evaluating programs and initiatives, setting strategic goals and effectively guiding employees in implementing programs and strategies to best meet the need of Olive Branch and those served by Olive Branch.</li> <li>• Ensure that the organization and its mission, programs, services and staff are consistently presented in a strong, positive light.</li> <li>• Cultivate a staff culture that is supportive, trusting, challenging, energetic, diverse, and accountable to each other and the clients they serve.</li> <li>• Assess and improve the organization’s internal capacity to conduct Olive Branch’s programs and administration.</li> <li>• Make recommendations to the Board for program and/or strategy changes in order to meet community needs and programmatic goals, carry out implementation as approved.</li> </ul> <p><b>Administration and Fund Management:</b></p> <ul style="list-style-type: none"> <li>• Ensure alignment of staff, duties and resources to fulfill agency objectives.</li> <li>• Provide timely, consistent supervision of staff in all programmatic areas in accordance with agency’s personnel policies, procedures and practices.</li> <li>• Manage personnel matters, including hiring, evaluation, staff development, disciplinary actions and recommendations for promotion or dismissal.</li> <li>• Serve as the official liaison between Board and staff and support the</li> </ul>

Board in execution of their governance responsibilities.  
Maintain the client database

- Help create a positive staff environment and facilitate opportunities for professional development of staff.
- Ensure timely, accurate and regular submission of internal programmatic status reports personnel evaluations and goals, statistical reports and other required or requested documentation.
- Ensure maintenance and upkeep of Olive Branch operational manual(s), protocols, policies and procedures and agency's operational compliance with Board policies.
- Oversee development and implementation of all contracts and ensure compliance with legal requirements.

**Fund Development:**

- To be the "face" of Olive Branch throughout the community to identify, cultivate and maintain working relationship with various community leader, youth leaders, professionals in various community service fields and individual stakeholders.
- As the lead fundraiser, actively forge relationships with a broad spectrum of funding sources including corporations, public and private grand funders and individual contributors.
- Take a leadership role in the annual fundraising gala (currently held in the spring of each year) and other publicity/fundraising events, seeking corporate sponsors, cultivating new individual donors.
- Manage the grants programs by adhering to grant deadlines, identifying new potential grantors, writing and reporting of recurring and new grants.
- Encourage and empower the Board of Directors, staff and volunteers in their outreach and fund development activities.
- Assess fund development trends and progress and adjust strategies accordingly.

**Financial Management:**

- Guide Olive Branch to achieve and surpass fundraising, cash flow and budget goals and objectives.
- Guide an annual budget process in collaboration with the board that promotes effective and efficient use of Olive Branch's funds and other resources, and oversee implementation of the proposed budget. Ensure operational initiatives and within budgetary limits.
- Monitor and advice on the fiscal health and sustainability of Olive Branch, annually and in long-term planning.
- Oversee the annual audit of financial records to ensure compliance with laws, contracts and policies.
- Ensure the timely and accurate recording of grant activities and agency compliance with grant/contract guidelines and requirements.

**Community Relations:**

- Represent Olive Branch and be its primary spokesperson in the community. This will include public speaking in various venues at local, state and national level as well as radio and television, written communication via mail, email, newspapers, newsletters etc.,

	participation in coalitions and conferences and networking with individual donors and supporters. Advocate on behalf of Olive Branch clients and enhance the agency's image and exposure in the community.
<b>Qualifications</b>	<p><b><u>Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>• Master's degree in Social Work or related field</li> <li>• Cultural competency in Islamic faith and traditions</li> <li>• Familiar with social services network</li> <li>• Strong data management skills</li> <li>• Experience working in a non-profit environment preferred</li> <li>• Experience in fundraising preferred</li> </ul>
<b>Salary/Hours</b>	Salary range: \$65K-\$75K (based on experience)
<b>Address</b>	11222 Richmond Ave
<b>City, State, Zip</b>	Houston, TX 77082
<b>Contact Person</b>	Fatima Mohiuddin, LCSW
<b>Contact Title</b>	Founding Board Member, Programming Chair
<b>Telephone Number</b>	713-398-7015
<b>Email Address</b>	<a href="mailto:fatima_mohiuddin@yahoo.com">fatima_mohiuddin@yahoo.com</a>
<b>Application Method</b>	Please email resume and cover letter to <a href="mailto:fatima_mohiuddin@yahoo.com">fatima_mohiuddin@yahoo.com</a>
<b>Opening Date</b>	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.