

Executive Director

About Dar-us-Sakina:

Dar-us-Sakina is a 501c3 nonprofit organization dedicated to providing inclusive opportunities and support to individuals with disabilities and their caregivers in the Muslim community of Houston.

Job Summary:

Dar-us-Sakina seeks a visionary nonprofit business leader skilled in driving organizational success and empowering high performing staff. Reporting to the Board of Directors, the Executive Director will be based out of the organization's office in Houston, Texas and have overall management responsibility of a growing, impactful organization with a million dollar annual budget and 10+ employees. The ideal candidate has prior experience as an Executive Director or CEO and is passionate about disability advocacy. This full time permanent position is open for immediate hire.

Scope of Responsibility:

- **Strategic Leadership**

- Provide thoughtful and visionary executive leadership that supports the organization's mission and long-term goals
- Present strategic options and plans to the Board of Directors, gaining approval and driving implementation
- Oversee the day-to-day operations of the organization, ensuring its overall impact and adherence to ethical and legal requirements

- **Board Relations**

- Build strong relationships with all Board members by maintaining regular and ongoing communication
- Conduct Board meetings, providing reports and updates on programs, staff, and financials
- Provide Board members with all information necessary to make informed decisions in a timely and accurate manner
- Oversee Board committee meetings, managing members to build consensus and follow through on outstanding deliverables

- **Public Representation**

- Represent the organization and serve as chief spokesperson publicly at fundraising events, conferences, and partnership meetings
- Present and promote the organization and its mission, programs, and members in a consistently positive manner
- Ensure high visibility to prospects and the public
- Manage all aspects of the organization's marketing and public relations

- **Financial Management**

- Draft annual budget for Board approval
- Monitor budget and manage daily financial operations to ensure maximum utilization of resources
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves
- Strategically utilize reserves to build equity

- **Staff Development**

- Inspire a business-oriented, professional, results-driven environment across the organization
- Organize, motivate, and mentor **the** team to strategically grow the organization's impact
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions
- Oversee processes such as hiring, performance management, compensation, and benefits
- Implement Board decisions at **the** team level and foster understanding and support for policies amongst staff
- Ensure compliance of all staff to established policies and procedures, updating and adapting processes as required

- **Oversight of Fundraising and Development**

- Initiate and cultivate relationships with the organization's portfolio of individual, foundation, and corporate supporters
- Provide guidance to **the** Director of Operations for all fundraising and development initiatives, establishing reasonable targets and leveraging the Board when required

- **Oversight of Program Efficacy**

- Cultivate relationships with community partners to maximize benefit from existing resources
- Ensure adherence of program initiatives to established goals and objectives
- Provide guidance and support to Program Directors to scale parallel to community demand while maintaining excellence in quality of services

Knowledge & Skills:

- Ability to develop and implement long-term strategic plans
- Strong understanding of financial management, budgeting, and reporting
- Proven track record in growing equity through endowment and investment opportunities
- Excellent verbal and written communication skills, with the ability to represent the organization effectively
- Strong leadership presence and motivational skills
- Experience in fundraising, donor cultivation, and securing alternative financial resources
- Ability to build and maintain strong relationships with a variety of stakeholders
- Familiar with nonprofit laws and regulations
- Adaptable and willing to embrace change
- A deep commitment to the organization's mission and values

Education & Experience Required:

- Bachelor's degree required. Master's degree in a related field preferred
- Prior experience as a nonprofit Executive Director or CEO is highly preferred
- Prior experience in the disability sector is a plus

Location and Commitments:

- Full time hybrid position with dedicated in-office days
 - Monday through Thursday, 8:00am to 4:00pm in office
 - Friday 8:00am to 4:00pm remote
- Some local travel by car, depending on where meetings and events are being held
- Role reports to the Board of Directors

Contact to Apply:

Interested candidates, please send your cover letter and CV to admin@dushouston.org with the subject: Executive Director.