

Schedule type: Full-time, Exempt

The Council on American-Islamic Relations, PITTSBURGH office (CAIR-PA-PITT) is looking for a passionate and talented professional to become our Executive Director. Join one of the most dynamic teams defending civil rights on behalf of the American Muslim community, promoting justice & civic engagement, and empowering American Muslims.

Responsibilities include, but are not limited to:

- Execute and provide leadership for CAIR's mission in the region, and manage staff and volunteers at the office.
- Support the Board in strategic planning, develop and execute an annual operation plan.
- Report and maintain effective communication with the Board on the progress toward organizational goals and other matters on a regular basis.
- Maintain and enhance existing relationships and develop new strategic relations with local Muslim community, other organizations, and interfaith leaders through coalition building on a continuous basis.
- Monitor local media and develop and implement a communications plan utilizing various media venues to promote the organization's programs. Develop and nurture personal relationship with key people in the local media.
- Develop and disseminate news release, newsletters, action alerts, press statements and talking points for the community and media outlets. Act and conduct interviews as the public face of the organization.
- Meet with elected officials to advocate on issues that affect the Muslim community, and collaborate with civil rights organizations on common causes.
- Develop and establish programs, educational events, and campaigns to advance the mission of the organization and empower the community and its youth.
- Maintain the organization's legal activities, establish client and attorney relationship, and complete state and national reporting requirements according to the organization policy.

Qualification:

- Demonstrated track record of relevant work that aligns with the mission and vision of the Council on American-Islamic Relations.
- Demonstrated leadership, management, time-management and multi-tasking abilities.
- Highly motivated, self-initiating and energetic.
- Ability to handle multiple concurrent assignments and meet deadlines; must be able to work well both independently and in a team environment.
- An understanding of civil rights issues relating to Islam and American Muslims.
- Excellent oral and written communications, to interface with media professionals, community leaders, volunteers, donors, and staff.

- Nonprofit fundraising experience, including knowledge of fundraising techniques and strategies.
- A university degree required, with preference for candidates with a Masters in fields of Non-profit Management, or a JD.
- Minimum of three years relevant work experience.
- Core computer skills such as Microsoft Office, Document management, Mail services, database management, etc.
- Ability to drive throughout Western Pennsylvania for events, programs, and outreach.

Compensation:

- Compensation commensurate with skills and experience.
- Benefits are negotiable, and customized.

How to Apply:

Please send (1) a cover letter discussing your interest in the position, (2) resume, (3) writing sample, and (4) three references to: info@pittsburgh.cair.com with the subject line "Executive Director Application." No phone calls please.

Application Deadline:

Applications will be accepted until the position is filled.

CAIR-PA is an equal opportunity employer.