

Position Title	<i>Executive Director (Full-time, Remote)</i>
Reports to	<i>President, American Muslim Health Professionals</i>

About AMHP: Established in 2004, American Muslim Health Professionals (AMHP) is a national 501(c)3 nonprofit organization dedicated to serving the public health needs of Americans through professional development, community-based mental health initiatives and advocacy for minorities and underserved communities.

Mission: We are a nonprofit organization bringing together and strengthening the impact of Muslim health professionals to improve the health and wellness of all Americans.

Position Description: The Executive Director will be responsible for managing the day-to-day operations of AMHP, managing staff, overseeing budget and development initiatives, expanding AMHP's capacity and assuring the organization's long-term sustainability. In collaboration with the President and Board of Directors, the Executive Director will develop and implement a strategic and operational plan that meets the mission and values of the organization. Strong candidates will possess excellent interpersonal and communication skills. The Executive Director will routinely interact with community leaders, funders, governmental agency personnel thought leaders and influencers, and key stakeholders from various organizations.

This is a full time position with a flexible work environment and schedule. Some evenings, weekends, and travel will be required.

Duties and Responsibilities:

Leadership and Organizational Management

- Implement organizational strategy and encourage a mission-centric culture to deliver on the vision and goals of AMHP.
- Provide oversight of all AMHP's activities, operations, administration, finance, development, outreach, programs and compliance.
- Lead an inclusive strategic planning process and ensure that planning decisions are used in setting annual and project goals. Manage timelines and resources needed to achieve strategic goals.
- Employ operational systems to evaluate program components, measure success, and effectively communicate outcomes to the Board, funders, and key stakeholders.
- Provide direction and recommendations to Board to ensure effective and transparent governance.
- Lead communication and outreach and increase the visibility of AMHP.
- Develop internal procedures manuals/forms/policies in collaboration with Board of Directors.
- Lead evaluations of institutional effectiveness, management quality, staff satisfaction, and assessment of institutional needs on a regular basis and assess and implement recommended changes.
- Lead, coach, develop and motivate full and part-time staff, interns and volunteers. Promote a collaborative culture that fosters open and frequent communication, cooperation and shared accountability.
- Foster a collaborative work environment that attracts, retains, and supports quality staff and volunteers.
- Serve as a liaison between the Board and AMHP's staff, ensuring that concerns are communicated and decisions shared.

Fundraising and Development

- Develop and implement a comprehensive fundraising program and yearly plans.

- Expand fundraising activities to support organizational growth and program operations.
- Oversee grant process including proposal writing, reporting requirements, communicating with representatives of various funding organizations, keeping track of grant deadlines and the timing for reapplication.
- Cultivate relationships with existing foundations and institutional donors.
- Expand and diversify AMHP's funding base by identifying and cultivating relationships with individuals, foundations, institutional/corporate supporters and donor institutions.
- Ensure compliance with donor requirements, approved budgets and project objectives.

Strategy and Planning

- Lead and oversee overall strategic planning as well as tactical and budget planning, ensuring transparency and accountability
- Assist the Board and the President in implementing AMHP's strategic plan, values, mission, vision, and short- and long-term goals.

Financial Management

- Provide fiscally sound management and oversight of the organization; ensure that financial resources are available to support AMHP's short and long term operational and programmatic needs.
- Recommend yearly budget for Board approval and prudently manage resources within those budget guidelines according to laws and regulations.

Qualifications

- A minimum of a Bachelor's degree; master's degree in non-profit management, business administration is preferred. Candidates with background in health-related field will be given strong consideration.
- At least 3-5 years of experience leading an organization or department at a non-profit organization.
- Excellent organizational, development, interpersonal, communication, leadership and personnel management skills essential.
- Strong business acumen with experience overseeing financial management, including budget development and accountability measures. Understanding of budget preparation, analysis and reporting is required.
- Is a visionary and possesses a passion for AMHP's mission.
- Ability to multi-task and work independently and as a team player.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives.
- Strong organizational abilities including planning, delegating, program development and task facilitation and time management skills with exceptional attention to detail.
- A track record of successful fundraising and grant making is preferred
- Ability to think strategically and programmatically and successfully manage diverse operations.
- Ability to build strong and collaborative teams, encourage communication, excellence and accountability.

Location: This is a remote/telecommute position, which can be located in any U.S. location.

Deadline: Wednesday, February 6, 2019

Application: Resume, references and minimum salary requirements should be submitted through this form: bit.ly/AMHPExecDirectorApplication by deadline

Contact: AMHP's Program Coordinator Iman Jandali | ijandali@amhp.us