

EXECUTIVE DIRECTOR ROLE PROFILE

Purpose:

Under the direction of the Board of Directors, the Executive Director is responsible for the day-to-day management of the Jakara Movement in addition to the organization's strategic vision. Duties include strategic planning, volunteer and staff leadership, and financial development. The position supervises a team of professionals responsible for financial, youth, and community development.

Strategic Planning:

- Formalize and implement the short term (1 year) and long term (5 year) plans for the organization.
- Develop strategies for increasing programming's effectiveness and focus.
- Prepare strategy for geographic expansion and/or focus based on the benefit to the local communities and organization.
- Execute the strategic visions, in alignment with the Board of Directors, for the organization with regards to finances and programming.

Financial Development

- Implement large fundraising events in key geographic areas.
- Execute additional events to grow awareness and support.
- Manage key accounts and contacts. Develop new relationships with philanthropic leaders and corporate leadership.
- Lead the development, design and execution of strategic fundraising plans to drive sustainable revenue growth.

Donor and Volunteer Management

- Proactively identify and develop strategically important relationships to further donor and volunteer development. Use strategic relationships to develop opportunities for long-term mutual benefits.
- Identify, cultivate, recruit, solicit, and steward volunteers and donors in collaboration with the Director of Development.
- Develop volunteer leadership in collaboration with the Community Organizers, focused within California but also including volunteers in other locations.

Staff Leadership

- Foster a culture that encourages creativity, ownership, teamwork, and pride in order to retain team members and achieve development targets.
- Plan development expectations, monitor, and appraise staff results and performance in order to develop, counsel, and reward staff.

- Establish standards of performance and measures to achieve goals; monitor progress checks, provide specific recommendations on how to achieve targets for all Jakara programming.
- Produce materials for procedures and guidelines to assist the staff in maximizing their potential and furthering developing their skills.

Financial Management

- Develop divisions and event budgets in order to allow for sound financial decisions.
- Ensure cost controls are in place to increase revenue. Manage staff and volunteers to key financial goals.

Marketing and Media Management

- Manage social media channels.
- Produce original content for marketing purposes.
- Creating internal and external content to communicate the mission of the organization. Create annual and monthly reports on the organization and youth center.

Key Behavioral Competencies

- Leadership: Able to motivate others to take personal responsibility; mobilize people to face, define and solve problems; develop capacity of others to adapt to change.
- Develop Relationships: Able to relate with others while building credibility and rapport; give personal support and reassurance; put others at ease; build cooperative relationships.
- Strategic Perspective: Able to develop long-term, big-picture strategies to enhance effectiveness.
- Organizational Awareness: Able to identify and use information about people, political dynamics and the organization's climate in order to promote change.

ABOUT THE ORGANIZATION

Mission & Vision

The Jakara Movement is a grassroots community-building organization. We are forging a Gurmat-inspired generation through creative leadership development, community organizing, and social activism. We believe a world of engaged communities, strong families, healthy individuals and inspired youth is possible.

POSITION QUALIFICATIONS

Education and Experience

- Minimum: 3 year previous work experience
- Preferred: Non-profit job experience
- Masters degree or equivalent
- Experience in other fundraising roles helpful
- Experience within the Jakara Movement helpful
- Ability to speak/understand Punjabi required
- Strong writing skills required

Position Benefits and Conditions

- This position will be located in Northern California and must have access to a vehicle.
- Minimum Commitment: 2 Year
- Compensation: Competitive Salary plus benefits, including medical, dental and vision with and vacation and sick leave
- Position offers great autonomy and flexibility with regards to work deliverables and work schedules.
- Ability to make a difference in the lives of others and engage with the community.

APPLICATION PROCESS

Please send your cover letter, resume and 3 professional references to info@jakara.org.

In your cover letter, please help us understand why you are the ideal candidate by addressing the following questions:

1. What interests you most about this position?
2. Based on the required qualifications, why are you a strong candidate?
3. What excites you about community organizing?
4. Provide insights into your management style.

Application Deadline: Open until Filled