

## JOB DESCRIPTION

### **Chief Executive Officer The Al-Kafaàt Foundation**

Reports To: Board of Trustees

The Al-Kafaàt Foundation is a non-profit and non-sectarian organization that was founded in 1957, dedicated to empowering people social challenges and special needs through education, vocational training, and comprehensive support services. We are committed to providing life-changing opportunities that enable individuals to realize their potential, achieve independence, and contribute meaningfully to their communities. The Foundation is governed by a Board of Trustees.

The CEO is responsible for overseeing the organization's daily operations, strategic planning, development, financial management, and fundraising initiatives.

Key Responsibilities:

#### **Executive Leadership and Organizational Management**

- Provide visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Trustees
- Present strategic options and plans for organization impact and gain Board approval as needed to carry out the work of the mission of the organization
- Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill its important mission
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making
- Continually foster a culture that encourages collaboration between departments and recognizes positive contributions
- Contribute to the strategic plan and drive its implementation
- Manage and motivate staff, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Inspire a business-oriented, professional, results-driven environment across the organization
- Perform general management duties overseeing the day-to-day operations of the organization
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors, staff, and other leaders

#### **Board Governance**

- Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner
- Attend Board meetings and provide reports and updates on staff as well as all current work, project timelines, and project and organizational progress
- Implement Board policies and procedures and build support for Board decisions amongst staff
- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, as well as successes

#### **Development and Fundraising**

- Drive development and fundraising in collaboration with the Development Director, leveraging the Board as needed
- Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

### **Financial Management and Administration**

- Build and administer the annual budget, in collaboration with the CFO and with Board approval
- Provide strategic leadership and hands-on management for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies
- Prudently direct resources and manage all financials within budget guidelines and according to current laws and regulations
- Assume responsibility for the fiscal integrity of the organization
- Monitor board-approved budget and manage daily financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization
- Ensure maximum resource utilization, budget management, and maintenance of the organization in a positive financial position

### **External Relations and Communications**

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

### **Qualifications:**

- Finance and Business Planning skills
- Operations Management and Strategic Planning abilities
- Strong leadership and decision-making capabilities
- Excellent communication and interpersonal skills
- Experience in the non-profit sector or social services
- Master's degree in Business Administration or related field