



The American Society for Muslim Advancement (ASMA) is seeking a Program Director for its Women's Islamic Initiative in Spirituality and Equality (WISE) program. All relevant information is below.

TITLE: WISE Program Director

ROLE OVERVIEW: WISE Program Director will supervise all WISE program initiatives and help promote ASMA's efforts to improve the position of Muslim women throughout the globe.

PREREQUISITE EXPERIENCE, SKILLS, AND QUALITIES: Candidates for this position should have the following work experiences, skills and qualities:

- Three years program development and management experience;
- Advanced degree in relevant field (preferred);
- Ability to apply organizational philosophy, principles and strategies;
- Passion for justice and peace;
- Experience working in activism for Muslim women;
- Eagerness to work with a diverse spectrum of cultures, nationalities, religions, and ideologies;
- Experience supervising a diverse staff and multiple employees;
- Basic familiarity with budgeting principles and grantwriting;
- Technical skills in Microsoft Word, Excel, and Power Point (HTML preferred);
- Excellent organizational and communication skills (verbal and written);
- Strong interpersonal skills;
- Self-motivated worker and team player;
- Ability to manage multiple tasks/responsibilities in a fast-paced environment.

REPORTS TO: ASMA Executive Director/WISE Founder

ESSENTIAL FUNCTIONS: Working with ASMA Executive Director/WISE Founder, ASMA's WISE team, the WISE Steering Committee, and members of the WISE network, the WISE Program Director will carry out the following essential functions. Individuals in this role may not perform all of these duties, or may perform additional, related duties not listed here.

1. Oversee implementation of a strategic plan and vision for WISE that incorporates the program's goals and objectives;
2. Lead and facilitate an agenda of international, country-wide, and local priorities;
3. Support, direct, and expand the following WISE programs:
 - a. WISE portal: design, content development, and launch
 - b. Annual global conference: planning, implementation, and follow-up
 - c. WISE chapters in strategic countries: formation, support, and oversight
 - d. Shura Council: research, conference launch, and global implementation plan
4. Oversee the training and supervision of all WISE program interns and volunteers;
5. Serve on the WISE Steering Committee and chair Committee meetings/conference calls;

6. Cultivate and leverage existing and new partnerships with key leadership development and women's organizations;
7. Obtain formal commitments and collaborating plans with key NGOs, academic institutions, public-private partnerships, funding agencies, and other organizations;
8. Assist with grant proposals, in collaboration with development staff;
9. Ensure that all required reports and documentation for program funding sources are submitted in a timely fashion;
10. Organize various WISE forums in the US, such as trainings, panel discussions, etc.;
11. Represent WISE at various community events and collaborative committees;
12. Support the larger WISE network through periodic meetings and monthly newsletters;
13. Work with ASMA Executive Director to approve and oversee a budget that meets WISE network and program needs;
14. Promote a work environment that facilitates hard work, cohesion, and creative solutions, to further improve WISE program and its outputs;

EMPLOYMENT START DATE: February, 2009.

SALARY: Competitive with benefit package.

APPLICATION PROCEDURE: Qualified applicants should submit a cover letter and resume to James King at james@asmasociety.org.

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