



## **Executive Director**

### **Averroes High School**

Averroes is a full-time Islamic high school based in Fremont, CA that combines an ethics-based enrichment program with academic excellence and personalized instruction to transform the education experience for youth. Our mission is to adhere to the highest moral beliefs integrating curriculum with comprehensive enrichment programs in an engaging learning environment.

### **Position Description**

We are expanding! To sustain our growth, we are looking for dynamic and self-motivated people to join our team! The Executive Director will be responsible for oversight of operations and supervision of staff. They will provide leadership and management of Averroes' strategic planning and work closely with the Co-Founder/Academic Director Ms Reem Belbeisi. The Executive Director will also actively participate in marketing, fundraising, and other relevant outreach/public relations activities. The position reports directly to the Board of Directors.

### **Responsibilities**

- Carry out the mission of the school
- Manage the school's staff/teachers, including evaluations and compensation
- Hiring and retention of teachers and staff aligned with the mission of the school and its standards
- Develop and coordinate fundraising plans
- Recruit and retain like minded families and students (acceptances, scholarships, etc)
- Serve as public face and official spokesperson for the school
- Be a role model for the students, and embody the school's aspirations.
- Interface with parents of current students, as well as prospective students
- Drive budget and space planning
- Collaborate with the Board of Directors to achieve the School's goals.

### **Education and Experience**

- B.A. or B.S. degree required
- Graduate degree from an accredited college or university in education administration, law, public administration, business administration, social work, human services, behavioral health, or a related field strongly preferred.
- Strong leadership, and administrative skills based on past professional experience
- Previous experience managing a team
- Experience influencing and selling
- Education administrative experience for a minimum of 5 years is strongly preferred
- Prior experience in non-profit sector preferred



### **Knowledge and Competencies**

- Passionate about education and Averroes mission and values
- Creative and strategic thinking that aligns with Averroes's mission to develop and execute new programs and services
- Self-motivated and creative
- Excellent verbal and written communication skills
- Strong business acumen with program administration including budget creation and management
- Ability to plan, organize, problem-solve, delegate, and hold self and others accountable
- Respect for and experience working with muslim population
- Demonstrated ability to be an effective spokesperson for the organization including presentations to the public, the Muslim community, staff, students, and parents
- Ability to collaborate effectively with board of directors, staff and committees
- Strong partnership-building skills with experience of working closely with other higher level professionals and organizations
- Fluent in English

### **Location**

Applicants must reside in or be willing to relocate to the San Francisco Bay Area and be able to work on-site, in Fremont, CA, on a full time basis.

### **Hours / Compensation**

- This position offers a competitive salary (up to \$100K) commensurate with experience and consistent with other nonprofit organizations of similar size, scope and scale.

### **How to apply**

Qualified individuals should submit inquiries, resumes and letters of interest with date of availability to [careers@averroesinstitute.com](mailto:careers@averroesinstitute.com).