

## **Dar Al-Hijrah Islamic Center**

### **Women's Programming Manager**

#### **About the role:**

The Women's Programming Manager plays a key role in shaping Dar Al Hijrah's programming dedicated to Muslim women in our community. Working under the umbrella of the Religious Affairs Department, the manager will take the lead in strategic planning, execution of programs and events, and allocation of resources dedicated to serving the needs of Dar Al Hijrah's female congregants and the broader community of Muslim women.

#### **Duties and responsibilities:**

- Working with the Religious Affairs Director, serve as an authority for the development and administration of women's programs, including drafting annual strategic plan with detailed goals and benchmarks for women's programming.
- Serve as primary advisor to the Religious Affairs Director regarding the overall development, management, and operations of programming dedicated to female congregants.
- Lead and oversee the planning and execution of programs such as the Women's Conference, Muslima Fest, weekly halaqas and other activities for female audiences.
- Provide mentorship programs and opportunities for Muslim women attendees of Dar Al-Hijrah and the larger community.
- Coordinate and execute outreach activities and programming that incorporate women's needs and voices including lectures, workshops, and weekly programs that strategically align with the goals and mission of the Religious Affairs Department.
- Act as a liaison to the administration and directors of Dar Al-Hijrah on women's programming and needs as necessary.
- Provide spiritual counseling geared toward the women of Dar Al-Hijrah.
- Contribute to drafting the annual department budget and ensure fiscal health of the department by closely managing funds related to women's programming
- Perform other duties as assigned

#### **Qualifications:**

- At least 4 years of study in Islamic studies, psychology, social work or relevant fields.
- Minimum 4 years' experience working in mosque settings, non-profit organizations, Islamic community centers, university chaplaincy, or similar environments. Other work experience welcomed.
- Demonstrated experience in executing successful relevant programming, managing budgets, mentoring staff and volunteers, leading study circles, and public speaking.

- Strong understanding of challenges and opportunities facing Muslim American women.
- Ability to manage multiple projects simultaneously and thrive in a fast-paced and dynamic environment.
- Excellent interpersonal skills and a collaborative management style; ability to give and receive feedback honestly and gracefully.
- Excellent communication skills in English, both verbal and in writing. Fluency in another language such as Spanish, Arabic, Somali, or Urdu is a plus.
- A demonstrated commitment to high professional ethical standards and putting values into practice.
- Ability to work outside of traditional working hours such as evenings and weekends.
- Must be authorized to work in the United States.

**Location:**

Must be located in or willing to relocate to the Washington, DC area.

**Salary and benefits: according to experience**

**How to apply:**

**Please submit your application at [hijrah.org/hiring](https://hijrah.org/hiring)**