

Job Opening: Refugee Services Director (Full-Time)

Dar Al-Hijrah Islamic Center - Refugee Services Office

Position Overview:

Dar Al-Hijrah Islamic Center (DAH), the oldest Islamic Center in Northern Virginia, is seeking an experienced Refugee Services Director to lead our Refugee Services Department. This full-time position involves strategically implementing all refugee programs, overseeing program management, growth, and serving as the primary contact for local stakeholders. The Refugee Services Director is a member of the DAH Executive Committee and reports to the Executive Director.

About Dar Al-Hijrah:

Located in the Culmore area of Bailey's Crossroads, DAH serves one of the largest and most diverse immigrant communities in the nation. Our mission is to serve the Creator by educating, developing, and empowering our congregants; providing services of faith and care for our community; and engaging society by building bridges and advocating for social justice. DAH is a social services provider to large surrounding Hispanic and Vietnamese communities, and many of our clients are newcomers lacking equitable access to healthcare, affordable housing, and secure employment.

In June 2023, DAH was approved by PRM as an affiliate resettlement agency of Islamic Relief USA in Northern Virginia, providing Reception & Placement services to those admitted to the US through the US Refugee Admissions Program.

Key Responsibilities:

- **Program Leadership:** Oversee the provision of services, ensure grant compliance, manage reporting, budgeting, and financial oversight.
- **Program Evaluation:** Review and revise policies, procedures, and practices to ensure compliance with federal, state, and local regulations and grant requirements. Monitor performance through regular case file audits, client visits, and case note reviews.
- **Supervision and Team Management:** Oversee the Refugee Services team, providing guidance, mentorship, and professional development opportunities.
- **Community Engagement:** Build and maintain positive relationships with internal and external stakeholders, including IRUSA, The Department of State, the VA State Refugee Coordinator, community leaders, and other service providers. Serve as the subject-matter expert and public liaison for refugee services and programs. Attend and convene meetings with resettlement agencies, local departments of social services, and other area service providers. Promote awareness of the refugee resettlement program to the community-at-large.

- **Resource Management:** Identify financial and other resources to support programmatic growth and contribute to grant proposals.

Qualifications:

- Master's degree in Public Administration, Nonprofit Management, or equivalent experience.
- Strong knowledge of the US Resettlement Program.
- A minimum of 1-3 years of supervisory experience in Reception & Placement (R&P).
- Strategic vision to identify areas for growth and improvement of programs.
- Ability to work collaboratively with internal and external stakeholders.
- Leadership and team management experience, including supervision of staff.
- Strong organizational skills and ability to manage multiple projects simultaneously with attention to detail.
- Strong interpersonal and communication skills.
- Proficiency in relevant software applications for data management and reporting.

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to ed@hijrah.org by **January 1, 2025**.