



## Job Description

**Position Title:** Director of Operations and Development

**Positions Status:** Full Time

**Reports To:** Executive Director

**The Organization:** The Council of Islamic Organizations of Greater Chicago (CIOGC) serves as the unifying force that brings together over 400,000 Muslim Americans in the greater Chicago region, and now increasingly all of Illinois. With over 60 member organizations, ranging from mosques to Islamic schools and community organizations based in the Chicagoland region, the CIOGC is made up of a very large and diverse body. The Council brings these extraordinary communities together in cooperation and collaboration to engage and work with the interfaith community, government, media, and the public in general.

**Job Summary:** The Operations and Development Manager plays a critical role in keeping the office and staff functioning smoothly, supporting the ED, serving as a liaison to the CIOGC Board of Directors and helping identify, secure and engage donors and funders.

### **Essential Job Functions:**

#### **Operations:**

- Manage all office personnel.
- Manage office resources, vendors, technology, and supplies
- Assist the treasurer in the preparation and submission of the proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Manage approved budget, ensure maximum resource utilization and maintenance of the organization in a positive financial position.
- Identify potential grants and identify/recruit resources for grants to be developed and submitted on behalf of CIOGC
- Work with each committee chair to ensure expenses are in line with the approved budget
- Prepare all agreements, contracts and other documents on behalf of the organization.
- Coordinate all communications and logistics related to the board and board committees.



### **Project Management:**

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on time, within the scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders.
- Ensure resource availability and allocation
- Develop a detailed project plan to track the progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

### **Development:**

- Oversee fundraising and develop other resources necessary to support CIOGC's mission.
- Work with Executive Director to identify and research potential funding sources
- Prepare packets, background materials, and research to present to funders.
- Draft grant proposals, reports and correspondences for funders and be responsible for their timely submission.
- Engage donors and sponsors throughout the year through events and regular communications.



**Qualifications:**

- A Bachelor's Degree in Business related field or Non-profit management
- At least 5 years of experience managing projects
- PMP certification preferred
- Exceptional organizational skills are a must
- Strong written and verbal communication skills
- An entrepreneurial work ethic and a desire to "get the job done"
- Willingness to share own ideas, even among staff and board members
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Access)
- Interest and commitment to enhancing the effectiveness of nonprofit organizations
- Some knowledge of computer support and operations is preferred.

*To apply for the job please email your resume to [info@ciogc.org](mailto:info@ciogc.org).*