



## **RELIGIOUS DIRECTOR**

### **SCOPE**

The Religious Director (RD) serves as the spiritual/religious leader, and reports to the President.

### **PRIMARY RESPONSIBILITIES**

Rahma Center is taking a unique approach to have a balanced workload for the RD by having this position be a senior member of a team that shares the burden, as shown on the organizational chart. Specifically, Counseling and Education, that are traditionally included as part of the RD's responsibility, have been established as separate functions. This will allow the RD to focus on his areas of expertise, while also allowing him discretion to participate as much as desired in those activities. The specific responsibilities of the RD position are:

#### **1. RELIGIOUS:**

- Leads the religious programming and activities.
- Is available for religious guidance and advice to community members on a frequent basis. All counseling matters are referred to the counseling department.
- Leads Friday prayers and performs Friday Khutbahs at least twice per month.
- Leads Nikah ceremonies and funeral prayers ("Janazah") as needed.
- Develops the programming for Ramadan and other holy days or celebrations. This includes coordination of night prayers during the month of Ramadan ("Taraweeh" or "Qiyam-ul-layl"), and holiday prayers ("Eid-UI-Fitr and "Eid-ul-Adha").
- Invites and manages guest Khateeb, scholars, speakers and other guests for special events and monitors guest performance within the Center's guidelines.
- Responds to questions raised by the community about Islam in general.

#### **2. OUTREACH:**

- Assists in the development of regular and consistent community service projects with dedicated volunteers.
- Develops and fosters a relationship with the city, law enforcement, neighbors, Universities, Schools, and other local interfaith and intra-faith organizations.
- Participates in meetings with religious leaders of other Islamic centers or institutions (such as Shura Council General Body meetings) to discuss and plan general direction and content for Islamic teachings in the community.
- Serves as the Center's chief spokesperson on Islamic subject matters and is willing to appear in the media as may be required from time to time.



### 3. YOUNG MUSLIMS:

- Provides advice to the Youth Group/Young Professionals on programming and provides support to engage and service their needs. This includes establishing a system to invite professionals to deliver talks to mid-career community members and graduating seniors of Universities and High Schools.

### 4. SELF-DEVELOPMENT:

- Attends educational seminars, meetings, conferences, workshops, lectures or training as approved and funded by the Center. This may include learning in the areas of leadership skills such as change management, team building, and organizational development.
- May take a sabbatical of up to one month every three years with approval. This is expected to result in meaningful deliverables that benefit the community.

### 5. ADMINISTRATIVE:

- Develops annual operating plan, and reports progress to the President.
- Adheres to the Bylaws of the Center, and the policies and procedures outlined in the Employee Handbook.
- Establishes and maintains regular office hours at the Center on-site. This includes working approximately 40 hours per week. Ramadan, Eid, and other special events may require additional hours. Most of these hours are expected to be on-site in service to the community, with extra emphasis on evening and Friday presence. Exceptions to this include travel for self-development and other job-related tasks.
- Self organizes work, including common practices of time and task management. This includes timely responses to calls and e-mails, establishing priorities, and working with committees and teams as necessary. Can rely on the office staff for some administrative support in daily tasks.



## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Knowledge/Education**

- Minimum of a bachelor's degree in Islamic Studies (or equivalent knowledge) from a reputable educational institution. Masters or Phd in Islamic Studies is a plus.
- Properly rehearsed in Fiqh with an understanding of practical issues encountered by the Muslim community in the United States.
- Fluency in English. Appropriate command of classical Arabic for the conduct of religious services and Islamic Research.
- Understanding of other world religions to engage in interfaith dialogue is a plus.
- Knowledge of organizational development and change management techniques is a plus.

### **Skills**

- Demonstrated ability to be part of a High Performing Team with other senior leaders.
- Ability to lead in a confident, yet humble and respectful manner.
- Excellent interpersonal and team building skills to interface with/unite a very diverse community.
- Effective verbal and listening communications skills to administer khutbas and lectures.
- Effective written communications, analytical, problem solving, and decision-making skills.
- Very effective organizational skills including attention to detail and high level of accuracy.
- Stress and time management skills.
- Ability to manage activities within the annual religious affairs approved budget.
- Computer skills including MS Office, e-mail, social media at a highly proficient level.
- Ability and willingness to participate in fund-raising activities.

### **Experience**

- Working with first- and second-generation Muslims, with understanding of the nuances of the practice of Islam in present day USA society.
- Providing basic advice and guidance to community members.
- Work experience in related area for 10+ years, with leadership in community of 1,000+ people

### **Compensation**

- Compensation package (base, bonus, insurance, PTO, housing) based on Experience/Skills

### **Legal Status**

- Must be legal resident or citizen of the United States of America.

**Send letters of interest (with resume) regarding the position to: [recruiting@therahmacenter.org](mailto:recruiting@therahmacenter.org)**

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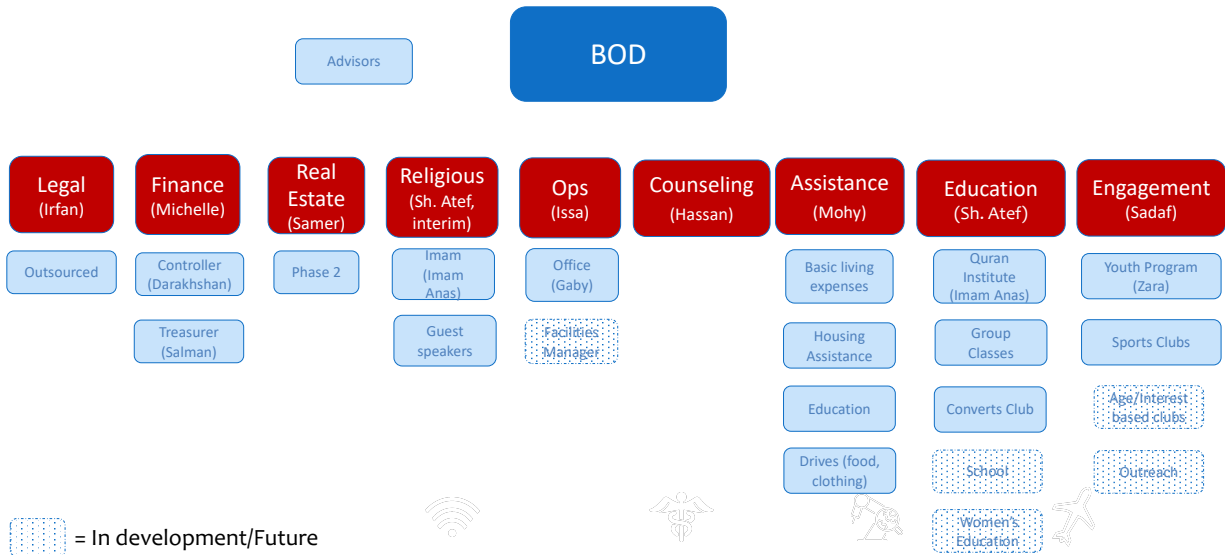
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## RC Organizational Structure - 2023



 = In development/Future

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