



About IMRC

Indian Muslim Relief & Charities (IMRC) is a nonprofit 501(c)(3) organization which began in 1981. We are located at 849 Independence Ave. Suite A, Mountain View, CA 94043. We work year-round to assess the needs of Muslims and minorities in poverty struck areas of India and develop projects based on their needs. We have a dedicated team, visionary leaders and over 100 organizations on site in India to improve social structures and economic opportunities so minorities & Muslims in India can have the opportunity to reach their full potential, contribute to society, have a voice in decisions that affect them and live and work in dignity.

Immediate Job Opening – Operations Manager – Mountain View, CA

IMRC is seeking a candidate with extraordinary judgment, well-honed people skills, and passion for humanitarian work to join our team as Operations Manager. The Operations Manager will have proven management experience and subversive love to serve the most vulnerable. The Operations Manager will advance the mission of a non-profit already recognized for making a strong impact for Muslims in India.

The Operations Manager will manage IMRC's operational functions. The Operations Manager should be self-driven with excellent managerial and communication (spoken & written) skills, ability to multi task and be able to strategically broaden and deepen the organization's work. This position reports to the Executive Director, oversees staff, interns and volunteers.

The Operations Manager provides organizational leadership and oversees the overall administrative management of the organization, including implementation of strategic objectives and organizational initiatives. The Operations Manager works collaboratively and supervises the dynamic staff helping them grow in their respective areas of work. The Operations Manager encourages and models' interdepartmental communication and actively identifies and increases efficiencies within the organization's work flow on a continual basis. This position also motivates staff, provides and models effective project management skills, and represents the organization to internal and external audiences and partners.

Essential Functions and Responsibilities

- Build on IMRC's programs (Feeding, Healthcare, Education, Orphans)
- Design and manage the comprehensive donor program that will facilitate the long-term growth of existing donor base.
- Create and maintain processes by which we can measure the impact of IMRC in a qualitative and quantitative fashion.
- Supervise all administrative areas to assure effectiveness and efficiencies
- Help staff develop work plans and assist them to realize them
- Supervise all campaigns and ensure its full success
- Develop organizational goals in coordination with the Executive Director and implement them effectively
- Manage and implement the communications and media strategy to enhance the organization's presence in the social and economic justice community through print and the digital platforms
- Oversee the website and social media content and publicity function
- Offer vision and leadership for the organization's technology initiatives as they relate to administrative management and communications

IMRC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color national origin, sex, age status as a protected veteran, or status as a qualified individual with disability.



- Develop and manage budget
- Oversee grant obligations, such as deliverables, reporting and renewals
- Identify new funders for the Executive Director
- Represent Executive Director on an as needed basis
- Perform additional duties as assigned
- Enable and support effective volunteer leadership recruitment, stewardship, and engagement
- Create a shared vision and sense of ownership and accountability with volunteers and staff

Qualifications

- Bachelor's degree or the equivalent in education and experience;
- Five years of executive management experience
- Proven management and supervisory, including techniques of planning and delegating work
- Strong leadership, decision making, interpersonal, planning, and organizational skills; solid presentation, negotiation, problem solving, conflict resolution, and meeting management skills
- Comfortable and up-to-date on the use of technology
- Commitment to diversity and inclusion as key strategies toward broad-based institutional excellence, representing a range of perspectives, thought, and actions
- Proven record as a forward-thinking leader with a strong network of colleagues and an established interest in humanitarian and social justice work
- Demonstrated experience with budget development, analysis, and management
- Proven experience in marketing, communications, and digital initiatives
- Demonstrated ability to plan and operate strategically, work effectively with a diverse team
- Proven ability to forge mutually respectful, trusting, and effective relationships with a diverse group of staff, community leaders, and decision makers
- Demonstrated success managing people and operations with a proven ability to attract, motivate, professionalize, mentor, and retain talented staff; a track record as a team builder who can delegate and empower while creating a positive and effective work environment
- Outstanding oral and written communication skills
- Strong negotiation and collaboration skills
- Unflappable in the face of multiple challenges; pragmatic, grounded, authoritative, decisive and disciplined; mentally flexible and creative as circumstances demand
- Ability to maintain balance and perspective, and a proactive "can do" attitude that can motivate others

Compensation:

Salary will commensurate with qualifications and experience including a comprehensive package.

Please email a cover letter and resume letter to info@imrcusa.org.