



Executive Director Job Announcement Islamic Scholarship Fund

Location: San Francisco Bay Area (Hybrid) or United States (Remote)

Reports to: Board of Directors

Employment Type: Full-Time

Compensation: Ranges from \$180,000 - \$200,000, commensurate with experience

About the Organization

The Islamic Scholarship Fund (ISF) is a national nonprofit organization that equips high-potential Muslim talent and allies with the resources, networks, access and support needed to achieve leadership and influence across American institutions in the fields of policy, film, public-interest law, and media. By investing strategically in talented individuals, we improve public opinions of Muslim in America as well as public policy that impacts Muslims and other minority groups.

Founded in 2009, ISF supports emerging leaders through scholarships, internships, fellowships, mentorship, and professional development programs that empower the next generation of American Muslim and allied changemakers.

ISF has awarded over \$4 million in scholarships and grants to more than 700 scholars, with approximately 75% of alumni working in fields aligned with ISF's mission. Through its "Cycle of Support" model—combining financial support, career development, mentorship, and networks—ISF develops leaders positioned to influence media narratives, public policy, and civic institutions.

The organization is entering a pivotal stage of growth and seeks a visionary Executive Director to scale its national impact and execute an ambitious strategic plan. We have expanded our board of directors and talented staff to position the new ED for success in this role.

Position Overview

The Executive Director (ED) will serve as the chief executive and strategic leader of ISF, responsible for driving organizational growth, operational excellence, and mission impact.

The ED will lead the organization through a period of significant expansion, building the infrastructure, partnerships, and funding base necessary to expand ISF's programs and national influence.

The ideal candidate is a visionary nonprofit leader, program developer, and strategic fundraiser who is passionate about leadership development, narrative change, and civic representation for American Muslim and allied communities.

Key Responsibilities

1. Strategic Leadership and Organizational Growth

- Lead the implementation of ISF's multi-year strategic plan, including expansion of scholarships, fellowships, and leadership programs.
- Build and operationalize strategies to scale the organization nationally, increasing reach, impact, and visibility.
- Identify new programmatic opportunities in key fields aligned with ISF's mission, including media, film, public policy, and public interest.
- Develop and monitor organizational goals, key performance indicators, and evaluation frameworks.
- Foster a culture of innovation, impact measurement, and continuous improvement.

2. Fundraising and Revenue Growth

- Serve as the organization's chief fundraiser and philanthropic ambassador.
- In partnership with the Development Manager, design and implement a comprehensive fundraising strategy that includes:
 - Major gifts
 - Foundations and institutional funding
 - Corporate partnerships
 - Donor-advised funds
 - Endowment growth
 - Individual giving
- Expand ISF's endowment and planned giving programs.
- Cultivate relationships with high-net-worth donors, foundations, and strategic partners.
- Lead national fundraising campaigns to support program expansion.

3. External Relations and National Visibility

- Serve as the public face of ISF and a leading spokesperson for the organization.
- In partnership with the Marketing Coordinator, strengthen ISF's national profile within philanthropy, higher education, media, and policy communities.
- Build strategic partnerships with:
 - Universities
 - Media organizations
 - Law schools and legal organizations
 - Policy institutions and think tanks
 - Muslim civic and community organizations
- Represent ISF at conferences, events, and convenings across the United States.

4. Program Expansion and Impact

- In partnership with the Program Director to oversee the growth and effectiveness of ISF's core programs, including:
 - Scholarships
 - Congressional internships and fellowships
 - Public interest law programs
 - Media internships and fellowships
 - Film grants and fellowships
 - Leadership and mentorship initiatives.
- Ensure programs remain responsive to emerging opportunities and challenges affecting Muslim representation.
- Strengthen alumni engagement and develop a powerful national alumni network.

5. Organizational Management and Operations

- Lead and manage a high-performing team, fostering collaboration and accountability.
- Build organizational systems capable of supporting scaled operations.
- Oversee budgeting, financial management, and organizational compliance.
- Develop and implement efficient operational structures, policies, and performance management systems.
- Ensure transparency, accountability, and effective governance.

6. Board Partnership and Governance

- Partner closely with the Board of Directors to advance strategic priorities.
- Support board development and engagement in fundraising and strategic initiatives.
- Provide regular reports on organizational performance, impact metrics, and financial health.
- Ensure strong governance practices and alignment between board and staff.

Qualifications

Required

- Minimum 8-10 years of leadership experience, preferably in nonprofit management, philanthropy, education, or public policy.
- Proven success leading organizations through growth, scaling, or strategic transformation.
- Demonstrated success raising major philanthropic funding and building sustainable revenue streams.
- Experience managing teams and organizational operations.
- Strong strategic planning and execution capabilities.
- Exceptional communication, public speaking, and relationship-building skills.
- Deep understanding of the American nonprofit sector.

Preferred

- Experience working in areas such as:
 - Leadership development
 - Scholarship or fellowship programs
 - Civic engagement or public policy
 - Media and narrative change initiatives.
- Knowledge of the American Muslim community and its civic ecosystem.
- Experience building national partnerships across philanthropy, academia, media, and government.
- Track record growing organizations from startup or small-team environments.

Key Leadership Competencies

- Visionary leadership and strategic thinking
- Fundraising and donor cultivation
- Organizational scaling and operational excellence
- Coalition-building and partnership development
- Cultural competency and inclusive leadership
- Entrepreneurial mindset and innovation

Success in the First 24–36 Months

The successful Executive Director will:

- Grow ISF's annual budget and philanthropic support significantly.
- Expand ISF's programs to reach more recipients nationally.
- Strengthen ISF's alumni network into a powerful leadership community.
- Build strategic partnerships with civic organizations, foundations, and media organizations.
- Increase national recognition of ISF as a leading pipeline for American Muslim and allied leadership in policy and media.

Compensation and Benefits

Salary for this position ranges from \$180,000 to \$200,000 and will be commensurate with experience. A comprehensive benefits package includes:

Benefits:

- 401(k) and match
- Health/Dental/Vision Insurance
- Paid time-off
- 12 Holidays Including Birthday
- Parental leave

Location: ISF has an office in the San Francisco Bay area and a number of staff and board are located there. Candidates not based in the Bay Area would need to be able to travel there and to other locations in the US.

Equal Opportunity

ISF is an equal opportunity employer. We consider all qualified applicants and are committed to maintaining an inclusive workplace where diverse perspectives are valued. ISF encourages candidates from a wide range of backgrounds and experiences to apply.

To Apply or Recommend Applicants

Please use [this form](#) to apply by July 1. Applications will be reviewed on a rolling basis. For questions and to recommend candidates, please contact edsearch@islamicscholarshipfund.org. Please, no phone calls.