



**Alberta Muslim  
Public Affairs  
Council**

200, 6556 28 Ave  
Edmonton, AB  
T6L 6N3

**AMPAC**

### **Job Description – Executive Director**

The Executive Director (ED) reports to the Board of Directors of the Alberta Muslim Public Affairs Council, and is responsible for the organization's consistent achievement of its mission and financial objectives. The ED will play a critical role in managing the day-to-day effectiveness of AMPAC. This individual will be a collaborator, innovator, and an expert in developing trust with community partners and stakeholders. They will have a significant role in developing systems that increase the effectiveness of AMPAC's work and support our ability to impact the Muslim community.

The ED is responsible for the overall management of programs and aspects of AMPAC's operations. Key responsibilities include, but are not restricted to:

- 1) Resource development and funding
- 2) Program development and delivery
- 3) Community and public relations
- 4) Volunteer management
- 5) Board of Directors liaison

#### Resource development and funding

- Research and prepare grant proposals and other funding applications
- Develop and maintain a donor base for both monetary and non-monetary resources
- Develop and maintain a donor tracking system
- Use external presence and relationships to garner new opportunities
- Work with the board in executing fund-raising events or activities

#### Program development and delivery

- Design and develop programs that meet grant expectations and guidelines
- Ensure all programs and services comply with grant and contractual parameters
- Collaborate with other community organizations to ensure best practices, information sharing, and capacity building



#### Community and public relations

- Coordinate with the communications director on public relations activities and increase public awareness of AMPAC's goals and activities
- Develop and maintain relationships with all appropriate stakeholder groups, agencies, and organizations and community service organizations
- Review press releases, briefings and news releases, and follow-up of media coverage
- In coordination with the communications director, represent AMPAC for public speaking engagements and communicate AMPAC's point of view to agencies, organizations, and stakeholders.

#### Volunteer management:

- Be responsible for the recruitment and management of AMPAC volunteers
- Develop an effective management strategy to provide direction to volunteers and encourage volunteer development and education
- Promote active and broad participation by volunteers in all areas of the organization's work
- Maintain a climate, which attracts, keeps, and motivates a diverse team of volunteers to ensure successful delivery of AMPAC's mandate

#### Board of Directors liaison

- Attend board meetings
- Oversee implementation of all board directives, policies, and procedures
- Serve as liaison between board and AMPAC volunteers
- Keep board apprised of AMPAC operations, changes, and emerging issues from community and stakeholders
- Monitor Board/Committee activities and attend Committee meetings.

#### Qualifications:

- Completion of a bachelor's degree in Commerce, Business Administration, Social Sciences, Policy Administration or a related field; a Masters designation is an asset.
- Equivalencies will be considered.



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The successful candidate will demonstrate:

- Strong commitment to AMPAC's mission and values
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- An analytical mind capable for "out-of-the-box" thinking to solve problems
- High levels of professional effectiveness, collaboration, integrity, and optimism
- Outstanding organization and detail orientation
- Flexible and adaptive work style with the ability to thrive in a growing, entrepreneurial, mission-driven environment.

**Closing date:** October 7th, 2019

**Please submit your cover letter and resume by October 7, 2019 to**  
**<mailto:President@ampac.ca>**