



CAIR - SAN FRANCISCO BAY AREA POSITION ANNOUNCEMENT DEPUTY DIRECTOR

Location: Santa Clara, California

POSITION SUMMARY

The [San Francisco Bay Area office of the Council on American-Islamic Relations \(CAIR-SFBA\)](#) is excited to launch a search for an exceptional individual to **join our talented team as our first Deputy Director**. This newly created position will oversee the day-to-day management of the organization including both operations and programs, while strengthening the planning, systems, and infrastructure needed to support recent and longer-term growth. The successful candidate will be a thoughtful leader who brings significant experience in organizational assessment and growth management; program development, planning, and oversight; staff development; infrastructure and systems development; and finance, HR and operations oversight.

Most importantly, they will be a skilled, strategic manager and thought partner who can advance our priorities while inspiring, aligning, and supporting individual staff and teams to center the needs of our community with - courage, compassion, creativity, and concern for excellence.

ABOUT CAIR AND CAIR-SFBA

The [Council on American-Islamic Relations \(CAIR\)](#) is the largest American Muslim civil rights and advocacy organization in the nation with over 30 local offices throughout the country. CAIR's presence in California includes four local offices covering the Greater Los Angeles Area, the San Francisco Bay Area, San Diego, and the Sacramento Valley. The new Deputy Director will join CAIR-SFBA, the oldest and one of the largest offices in the country.

For more than 25 years, CAIR-SFBA has provided civil rights and legal services to individuals facing discrimination because of their Muslim identity. In recent years, our legal services have expanded to include immigration and asylum services, as well as multiple initiatives that defend, educate, and empower the region's over 250,000 American Muslims. To learn more about our initiatives and work, visit our [website](#) or the links provided here: [Civic Engagement](#), [Legal and Immigration Services](#), [Media Relations](#), [Outreach and Education](#), and [Youth Empowerment](#).

From civil rights cases and interfaith initiatives to youth development programs and advocacy days, our successes are directly linked to our [partnerships](#) and solidarity with others. Recent achievements include collaborative efforts to promote just, equitable, and progressive policies within the state, including protecting the rights of immigrants, updating the standards for the use of force by police officers, and setting measures to prevent school bullying.

THIS MOMENT AND THE NEXT PHASE FOR CAIR-SFBA

Tragically, as our administration's explicitly discriminatory policies and Muslim Bans stoke white supremacy and ultra-nationalist sentiment, the proliferation of hate groups and incidents against American Muslims in the U.S. continue unabated. Individuals, mosques, community centers, and residences perceived as Muslim or associated with Muslims are increasingly threatened, as are the civil

rights of other vulnerable communities. **These realities strengthen and redouble our resolve to advocate publicly and in lockstep with all Americans desirous of a future built on communal harmony, inclusiveness, and mutual understanding.**

To respond to the urgency of this moment we have a) increased and reinforced our legal team, including developing a robust program of legal services, b) increased our community education and training efforts, and c) built an advocacy team which is working to build civic power among American Muslims. These efforts are detailed in CAIR CA's [Annual Report](#).

We've grown in other ways too. Under the leadership of our widely respected and nationally known Executive Director, [Zahra Billoo](#), we've expanded from two to nearly 20 staff; increased services, and doubled our budget. At the same time, with this growth external demands on our Executive Director have increased, and a more robust and dispersed management structure is now called for.

We are looking for the right person to provide internal management and leadership in this next phase of our organizational development, thus, enabling our Executive Director to focus on bigger picture strategy and continued sustainability.

DEPUTY DIRECTOR KEY AREAS OF FOCUS

This is an exciting opportunity for an experienced leader and strategist to pilot our transition into the organization that our scale is calling for. The Deputy Director (DD) will join a committed and talented team and will hold primary responsibility for an Administrative Coordinator and three senior-level, direct reports (Operations Director, Advocacy Manager, and Managing Attorney).

Primary areas of focus are as follows:

INTERNAL LEADERSHIP

- Serve as high-level partner and advisor to the ED as requested, step in as needed during the ED's absence.
- In partnership with the ED create a clear, more distributed decision-making structure, clarify roles, and determine who leads when and on what.
- Facilitate assessment and planning processes (organizational and departmental); work with our teams to develop and synthesize annual priorities, integrating and aligning programmatic objectives with the operational needs of the agency, and ensuring efficient tracking and reporting methods.
- Implement retreat opportunities that support exchange of ideas, allow for reflection, and that encourage camaraderie and collaboration across programs.
- Work with staff to envision a culture of wellness and resilience. Develop proactive practices that support wellness and joy even in times of considerable stress (inherent in serving and/or belonging to a community under attack).
- Provide coaching and supervision of direct reports and support the coordination, development, and efficacy of individual staff, teams, and initiatives.
- Plan for evolving staffing needs and recommend recruitment, hiring, onboarding, and retention practices aligned with our vision and values. Troubleshoot reassignment of duties and functions when staff transitions occur.
- Work collaboratively with the ED to support the communications function as needed, serving as the go to person approving day to day communications pieces.

- Represent the agency externally when needed - building strong relationships and serving as an important resource on panels, at events, and conferences.

GROWTH MANAGEMENT AND OPERATIONAL OVERSIGHT

- Anchor strong and efficient policies and practices across the organization.
- Oversee finance, administration, operations, HR and IT functions; ensure their effective and efficient implementation and coordination.
- Support the Director of Operations in matters concerning office space, security, leases, contracts, insurance, and vendor selection and stay abreast of compliance matters.
- Advise the ED on operational infrastructure needs and priorities with an eye to ensuring systems and resources are robust, rigorous, and flexible to achieve annual and longer-term goals, and emerging opportunities.

OUR IDEAL CANDIDATE: We seek candidates with as many of the following qualifications and qualities as possible:

- Alignment with our mission, knowledge of the realities facing the American Muslim community, and a deep desire to work in an organization whose mission and culture are rooted in justice, courage, and collaboration.
- At least eight yrs. of progressively responsible experience with at least four years executive and/or senior level management experience, preferably in a nonprofit, social justice, advocacy, or public policy organization.
- Experience assessing and scaling an organization, building infrastructure and efficiency; and overseeing, developing, aligning and evaluating programs.
- Experience creating, investing in, uplifting, and managing individual staff and teams; strong, inclusive facilitation skills; experience building the leadership capacity of team members to innovate and achieve high impact.
- Strong relationship builder and communicator who values equity and justice, collaboration, accountability, and continuous learning. Excellent written and oral communication skills.
- Financial, HR, risk management acumen; at ease with technology.
- Emotionally intelligent w/a thoughtful and collaborative leadership style; an open mind and learning spirit.
- Grounded while working in a fast-paced environment; track record of inspiring confidence internally and externally; excellent judgement, measured and operationally savvy.
- Detail and process oriented; willing to roll up their sleeves and do whatever it takes in a pinch; flexible. Can prioritize between and manage multiple demands.
- Access to a working vehicle and the ability to drive throughout Northern California for events and outreach as necessary.

COMPENSATION: This is a full-time, exempt, salaried position based in Santa Clara, CA. Occasional evening and weekend work required. **Starting compensation will be in the range of \$93,000 to \$116,000 annually.** Benefits are generous, with fully paid employee and dependent coverage for health, vision, and dental; a 3% pension matching program; and paid time off including (10) holidays, (12) vacation days, and (10) personal days.

TO APPLY: Please send your resume and a substantive and thoughtful cover letter (in PDF format) with the subject line: **Deputy Director Search** to info@sfba.cair.com. In your cover letter, please address your interest in the organization and its mission and make the case for the relevance of your experience to the key areas of focus. Applications will be reviewed on a rolling basis with **priority given to those received by May 31, 2020** (however, the position will remain open until filled). Cory Pohley of Bandwidth Consulting is leading this search and will confirm receipt of applications and keep candidates updated on the process.

EOE. CAIR-SFBA complies with all applicable federal, state, and local laws governing nondiscrimination in employment.