



Inayatiyya

A Sufi Path of Spiritual Liberty

## Director of Programs for North America & Oceania

*Full-Time Position*  
*Now Hiring February 2025*  
**ON-SITE OR REMOTE HYBRID**

The **Inayatiyya**, a global organization representing the teachings of the Sufi mystic and musician Hazrat Inayat Khan (1882-1927), seeks a full-time **Director of Programs for North America & Oceania** to strategize, create, and oversee a variety of online and in-person programs illuminating the teachings of Sufism.

The **Director of Programs for North America & Oceania** is a full-time position that could be based at our headquarters, the Astana, in Richmond, Virginia, or be hybrid with time on-site for select programs. Candidates must be eligible for work within the United States.

### RESPONSIBILITIES

- Oversee annual and ongoing program planning; set programmatic goals and objectives each year for North America/Oceania and online.
- Oversee program logistics including promotions, participant communications, venue use, hospitality, set-up, contracting, audio/video, and evaluation.
- Oversee program marketing including calendar design, descriptions, artwork, and outreach via Mailchimp, social media, advertising, networking, and internal group e-lists.
- Manage a 3-5 person staff team supporting program logistics, translation, audio/video (including Zoom), and event promotions.
- Develop an annual programs budget; regularly track program income and expense against budget; meet and/or exceed program financial goals.
- Inform approach to program scholarship, discount, and work exchange requests and the general application/registration process.
- Provide monthly reports and evaluative data on program goals and objectives, as well as participant experience.
- Serve as liaison to the Inayatiyya Seven Activities and Affinity Groups, with a focus on program development and design as well as other needs.
- Negotiate and finalize third-party program contracts for Pir programs within North America and globally.

### QUALIFICATIONS

- Familiarity and affinity with the teachings of the Sufi mystic, Hazrat Inayat Khan (1882-1927).
- Three to five years of progressively responsible experience managing programs including courses, seminars, classes, retreats, and special events.
- Ability to take initiative and assume responsibility for all aspects of a program.

- Experience managing a program budget of \$150,000+ a year.
- Experience managing teams of staff, contractors, and volunteers.
- Ability to work well under pressure, maintaining a clear and professional presence as well as the ability to manage and provide leadership in an environment of organizational change and complexity.
- Strong administrative and organizational skills. Ability to multi-task and remain clear in purpose and activity.
- Diplomatic manner and ability to create harmonious relationships with various constituencies including inquirers, students, faculty, and staff.
- Excellent interpersonal skills and ability to respond quickly and respectfully to phone, e-mail, social media, and in-person requests for information and/or assistance.
- Excellent written and oral communication skills, especially via email.
- Ability to complete work meeting agreed upon timelines and budgets.
- Proficient technical skill with personal computers, smart phones, and online resources, as well as with digital tools and platforms including Asana Project Management, Google Workspace (Gmail, Google Calendar, Drive, Doc, Sheets, Slides), Microsoft Office (Microsoft Word, Excel, Powerpoint), and Apple products. Ease in learning new technologies.

#### **REPORTING STRUCTURE**

The Director of Programs for North America & Oceania reports directly to the Inayatiyya Executive Director who provides management, performance oversight, and guidance on a regular basis. This role is engaged in regular performance reviews.

#### **COMPENSATION, BENEFITS & LOCATION**

This is an exempt, full-time position based either in Richmond, Virginia or remotely with occasional travel to Richmond to manage events. The schedule is Monday through Friday with some evenings and weekends. Benefits include generous healthcare and personal time off for vacation and sick leave plus holidays. Compensation is between \$75,000 and \$90,000 based on experience. Candidates must be eligible to work within the United States.

#### **APPLICATION PROCESS**

If you feel called toward this position, please let us know your intention to apply right away by emailing [employ@inayatiyya.org](mailto:employ@inayatiyya.org). Then send us a cover letter and resume via the same email address by Sunday, February 16th, 2025. (Please no calls our outreach to staff outside of the process listed above.) We will begin to conduct interviews mid-February with the aim of finalizing the position by early March 2025. A start date is negotiable.

***The Inayatiyya is an equal opportunity employer, committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by applicable law. If you meet the qualifications listed above, we invite you to apply!***

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