



Inayatiyya

A Sufi Path of Spiritual Liberty

Executive Assistant & Front Desk Manager

*Full-time Position Based in Richmond, Virginia
Now Hiring February 2025*

The **Inayatiyya**, a global organization representing the teachings of the Sufi mystic and musician, Hazrat Inayat Khan (1882-1927), seeks a full-time **Executive Assistant & Front Desk Manager** for its headquarters, called the Astana, in Richmond, Virginia.

The **Executive Assistant & Front Desk Manager** supports both the Executive Director and the Inayatiyya Community on a daily basis. The Executive Assistant side of the role provides administrative support including managing calendaring, correspondence, a database, and a variety of special projects. The Front Desk side manages the Inayatiyya's primary public inbox, social media inquiries, and group e-lists, as well as program registration. The role also supports programs and administrative needs at the Astana.

EXECUTIVE ASSISTANT RESPONSIBILITIES

- Respond to daily tasks of the Executive Director, providing administrative support. Fulfill a variety of projects assigned extending the Executive Director's capacity.
- Oversee the Executive Director's schedule and appointments. Arrange meetings, sending confirmations and following up as assigned.
- Assist with the Executive Director's correspondence, expediting response to select emails and requests.
- Manage Inayatiyya annual appeal recognition in January of each year.
- Provide assistance with special projects as needed.

FRONT DESK MANAGER RESPONSIBILITIES

- Maintain a beautiful, welcoming front entrance, reception area, and archive/book sales area for all visitors, program participants, staff, faculty, and volunteers, exemplifying qualities of beauty, hospitality, friendship, quietude, and spiritual presence.
- Provide outstanding hospitality and service to all who visit, call and/or e-mail the Astana; promptly answer all messages via phone and/or e-mail. Be a friend to all.
- Manage registration for programs using Humanitix; answer questions, receive and process payments.
- Manage the Inayatiyya's DonorPerfect database, ensuring that donor and contact details are up to date and providing reports as needed.
- Manage Inayatiyya e-lists including for Mailchimp and Discourse Online Groups.
- Provide logistical support for Astana programs, courses, and special events.
- Support meeting scheduling and visits by both impromptu and planned special guests.

- Offer concierge services to guests and inquirers including about local housing, restaurants, transportation, and parking amongst other topics that may come up.
- Support Astana Carriage House stays, making sure that guests are warmly welcomed and cared for from arrival through to check-out.
- Oversee in-person book sales at the Astana. Manage store budgeting, inventory, purchasing, and merchandising.
- Manage the Astana Archives & Library, maintaining integrity and security of the systems in place, all files, and available books. Serve as contact for archive and library requests.
- Assist with other projects related to administrative and program support, as needed.

QUALIFICATIONS

- 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.
- Excellent attention to detail and ability to work in a fast-paced environment on several projects and/or tasks at once.
- Strong organization skills and ability to multi-task, meet deadlines, and be clear in purpose and activity.
- Strong administrative and organizational skills. Ability to multi-task and remain clear in purpose and activity.
- 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 such as DonorPerfect.
- Diplomatic manner and ability to create harmonious relationships with various constituencies including inquirers, students, faculty, and staff.
- Interest in learning more about, and representing, the teachings of the Sufi mystic, Hazrat Inayat Khan (1882-1927).

REPORTING STRUCTURE

The Inayatiyya Executive Assistant & Front Desk Manager 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 a non-exempt, full-time position based in Richmond, Virginia. 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 hourly based on experience, between \$22-\$25/hour.

APPLICATION PROCESS

Please send a cover letter and resume via employ@inayatiyya.org by Sunday, February 16th, 2025. (Please no calls or outreach to staff outside of the process listed above.) We will begin to conduct interviews mid-February with the aim of finalizing the position as soon as the right candidate is found.

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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