



## INAYATIYYA EXECUTIVE DIRECTOR NORTH AMERICA & OCEANIA

FULL-TIME, REMOTE POSITION  
APPLICATIONS DUE SUNDAY, MAY 4, 2025

The **Inayatiyya**, a global, interspiritual organization representing the teachings of the Sufi mystic and musician, Hazrat Inayat Khan (1882-1927), seeks an **Executive Director** for its North America/Oceania regions including oversight of the Office of the Pir.

The **Executive Director** is responsible for the overall administration and management of the Inayatiyya North America & Oceania, including strategic planning, financial management, staff oversight, board relations, legal and compliance, and financial sustainability and growth.

Additionally, in response to the unique needs of spiritual seekers and the planet at this time, the **Executive Director** is instrumental in the design of a forward-looking organization, contributing to conversations on global governance structures, new program delivery models, and the advancement of a digital profile while carefully weighing the role of new technologies as part of organizational and spiritual work.

The **Executive Director** ensures support for the Pir and as a result has oversight of a global staff of full-time employees and contractors, as well as select projects and programs with global reach.

### RESPONSIBILITIES

#### Strategic Planning & Leadership

- In partnership with the Inayatiyya North America & Oceania Board of Trustees, develop organizational strategy, goals and objectives consistent with the mission and vision of the Inayatiyya.
- Oversee programs, services and activities to ensure that they fall within strategic objectives, are aligned with fundraising strategy and budget, and are executed in a manner consistent with Board of Trustees' direction.

- Evaluate and report on the organization's activities to the Board of Trustees.
- Ensure compliance with funding sources and regulatory requirements.
- Initiate and assist in developing policy recommendations and in setting priorities.

### **Financial Sustainability**

- Create and execute an annual comprehensive fundraising strategy that includes appeals to donors, grants and development of other financial resources, and that contributes to a long-term strategy for ongoing fund development of the Inayatiyya.
- Develop, recommend, monitor and analyze annual and monthly operational budgets, as well as revisions, in partnership with the Treasurer and the Finance Committee to ensure fiscal integrity and sustainability.
- Approve expenditures to ensure cost and spending boundary conditions are communicated and adhered to by all staff; stay within authorized budgeted funding allocations.
- Submit monthly financial statements to the Board of Trustees; ensure that adequate funds are available to permit the organization to carry out its work; apprise the Board of Trustees of any indicators of fiscal challenges or needed changes.
- Provide for proper fiscal record keeping and ensure effective audit trails.
- Ensure submission of reports and forms necessary for local, state and federal compliance.

### **Staff Supervision & Management**

- Hire and manage staff with an emphasis on work plan development, oversight, training, feedback, and performance evaluations.
- Maintain a climate of support, transparency and trust that attracts, retains and motivates a staff of talented and effective employees, contractors, and volunteers.
- Develop and administer board-approved personnel policies to ensure that sound human resource policies and practices are in place.

### Strategic Program Development & Outreach

- Strategic cultivation, development, delivery, and oversight of programs that align specifically with the teachings of the Inayatiyya lineage of Sufism.
- Collaborate with the Pir, the North American/Oceania Board, the International Board, the Director of Programs, and other key partners and staff on program strategy, design, and implementation.
- Monitor and evaluate program accessibility, relevance and effectiveness.
- Represent the Inayatiyya organization to local, national and international stakeholders, as well as to the public, through in-person outreach, consistent communications, and social media.

### **QUALIFICATIONS**

- Familiarity with the teachings of Hazrat Inayat Khan and an ability to hold an attunement in keeping with those teachings; direct experience with the teachings of the Pir.
- Five or more years in senior management, preferably with nonprofit organizations.
- Strong financial management competencies, including fundraising, budget development, financial processes and analysis, and a working knowledge of financial statements.
- Strong competency to hire, manage and grow a talented and effective staff.
- Impeccable manner as a primary representative of the Inayatiyya with all stakeholders and across all parts of the organization.
- Strong organizational skills and ability to multi-task, meet deadlines, and be clear in purpose and activity.
- Excellent attention to detail and ability to work in a fast-paced environment including responding to unexpected circumstances.
- Excellent communications skills, verbal, written, and multi-media, including email, social media, video and print.
- Sound judgment regarding privacy, confidentiality and general decision-making.

- Proven success working with a Board of Trustees/Directors.
- 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 Executive Director reports to the Chair of the Board of Trustees of the Inayatiyya as the primary point of contact for the board and is accountable to the entire board for overall management of the Inayatiyya.

## COMPENSATION, BENEFITS & LOCATION

The Executive Director role is an exempt, full-time, salaried position including generous healthcare and personal time off for vacation and sick leave plus holidays. Compensation is between \$95,000-\$110,000, commensurate with experience.

Candidates must be eligible to work within the United States and may work remotely yet must have availability for regular travel to Richmond, Virginia and other sites used for meetings and programs.

## APPLICATION PROCESS

If you feel called to serve as the Inayatiyya's Executive Director for North America & Oceania, please send us a cover letter and resume by Sunday, May 4th, 2025 to [employ@inayatiyya.org](mailto:employ@inayatiyya.org).

We will review resumes on a rolling basis and encourage you to apply as soon as possible, with initial interviews late April/early May 2025. Initially, the position will be open to Inayatiyya community members, then to the general public later in April. Our aim is to finalize the position by May 30, 2025.

Please reach out to us if you have questions about the position, also at [employ@inayatiyya.org](mailto:employ@inayatiyya.org).

*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.*

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