



JOB DESCRIPTION

Managing Director (Full-Time)

SUMMARY

Title: Managing Director
Salary: £48,000 - £60,000 (BOE)
Reporting to: Executive Board
Hours: 40 hours per week
Contract: Full-Time, Permanent
Location: Mixture of working from home and some days in office (East London)

APPLICATION DEADLINE: 30/09/2022

THE ORGANISATION

Beginning our journey in 2006 to see every Muslim confident and impacting the world, islam21c's mission is to inspire and empower Muslims with prophetic guidance and solutions through transformational digital content.

We seek to develop confident Muslims, who are able to bring positive, practical change to society. We believe this can be achieved by authentic Muslim voices, orthodox Islamic guidance, and contemporary advice across the digital expanse.

Alhamdulillah our content is read, viewed, and listened to across the globe.

THE ROLE

The Managing Director is a professional, experienced individual, who strongly believes in our mission and principles and is excited by creating change through transformational digital content. They will be responsible to lead the organisation, spearheading all operations and developing and executing the longer term strategy for the next phase of i21c's journey.

JOB DESCRIPTION

- **Strategy development:** Research, develop and recommend the long-term strategic direction for i21c and oversee implementation of strategy.
- **Leadership and management:** Lead and manage our growing team of staff and volunteers. Helping them buy-into the vision and mission of i21c and create a strong culture based on our core values.
- **Product leadership:** Lead and oversee the development and growth of current and future i21c products ensuring they are fulfilling their strategic purpose and are in line with latest industry trends.
- **Operations:** Oversee development and implementation of i21c's core processes to ensure i21c is working in an efficient and effective way following best practices and that departments are hitting targets. Ensure all data is being tracked and using data to analyse performance and make decisions.
- **Public relations and thought leadership:** Represent i21c internally and externally, developing, and nurturing relationships with stakeholders, partners and community

leaders. Researching and understanding dawah trends in line with i21c's vision, mission, and core focus.

- **Business Model:** Research, create, develop, and implement a stable and sustainable business model made up of varied funding sources including sales and fundraising. Managing and nurturing relationships with key stakeholder's particular key partners and donors.
- **Growth:** Ensuring growth of i21c platforms and products in line with strategic goals.

PERSON SPECIFICATION

- Degree is desirable.
- At least five years of professional experience.
- Strong project management skills. Ability to manage complex, multi stakeholder projects, whilst evaluating risks and opportunities and making recommendations with a proven track record of success.
- Ability to make product recommendations based on assessment in line with strategic plan, fit with mission and portfolio fit analysing resource management and community impact.
- Experience in developing and managing business plan, overseeing budgets and cashflow and being able to source funding through varied means and campaigns.
- Experience in growing, leading, managing, and holding to account a team of staff and volunteers.
- Team player yet confident working alone, with ability to identify and formulate thoughts on critical issues.
- Intellectually strong, able to grasp and interpret complex ideas, including the i21c's vision and mission and i21c's role in dawah.
- Ability to look beyond own area of expertise, and willing to go the extra mile to learn, develop and deliver results.
- Ability to work well under pressure, to meet tight deadlines in a stimulating environment while managing multiple projects and personnel.
- A personal commitment to our vision and mission.
- Professionalism and best practice in all duties.
- Proficiency in using standard word processing, financial modelling and presentation software and online tools.
- Excellent written and verbal communication skills.
- Broad knowledge, empathy, and understanding of Islamic principles
- Excited by change, loves working in an active, fast-paced environment, and is committed to inspiring confidence and creating impact.

HOW TO APPLY

In order to apply for this role, you must have the right to live and work in the United Kingdom.

The deadline for applications is 9:00pm on Friday 30th September 2022.

Please submit your CV and a cover letter of no more than two sides.

In the cover letter, please focus on the following:

- What the i21c's vision and mission mean to you
- What activities you would prioritise in your first year in this role
- What success would look like to you after three years

To submit your application, please go to islam21c.com/jobs or if you have any questions about any aspect of what is required for the application, please email yunus.abdullah@islam21c.com and salman.butt@islam21c.com.