



**ZAKAT**  
FOUNDATION  
of AMERICA

*The Leader in Empowering Lives Through Zakat*

## Director of Programs

### Job Description

Be part of a dynamic team investing in the futures of socially and economically disadvantaged communities in Africa, the Middle East, South Asia and other parts of the world. Zakat Foundation of America (ZFA) is an international relief and development organization fostering charitable giving for those in need.

The Director of Programs is responsible for managing the programs department staff, working closely with the Executive Director and overseeing the strategic direction of humanitarian programs. Moreover, the Director of Programs develops, manages, and grows ZFA programs and initiatives in the US and abroad in response to identified needs.

The Director of Programs will work closely with the Marketing & Communications Team to ensure that all relevant audiences are aware of ZFA programs, vision, and mission. This position requires the ability to manage the staff locally and internationally, to develop a strong network of NGO partnerships, and to implement monitoring and evaluation procedures.

### Duties and Responsibilities

- Develop and oversee program parameters, activities and logistics in accordance with the mission and goals of ZF
- Develop new initiatives to support the strategic direction of programs
- Develop and implement long-term goals and benchmarks to measure the relative success of programs
- Develop and oversee a program evaluation framework to assess the impact of programs and to identify areas for improvement
- Develop and oversee funding proposals for programs to ensure the continuous delivery of services
- Review and approve project proposals and annual budget presented by regional programs coordinators
- Recommend actions that would improve operational capacity
- Recommend new partnerships to supplement program potential
- Work well in a consultative team setting



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- Coordinate or lead others in accomplishing work activities
- Developing constructive and cooperative working relationships with others and maintain them over time
- Identify the developmental needs of staff; coach, mentor, and support staff to improve their knowledge or skills
- Ensure that key donors and partnerships are identified and updated and that capacity statements are in place in support of high quality proposals and other fundraising activities to achieve program impacts.
- Encourage and build mutual trust, respect, and cooperation among team members
- Review, readjust and approve annual country budgets
- Propose and manage annual programs department budget
- Ensure that an annual report reflecting progress against impact goals is produced and uses participant and impact data; ensure the production and dissemination of technical guidelines; ensure the management and communication of program impact, program effectiveness, and fundraising.
- Analyze information and evaluate results to choose the best solution and solve problems
- Communicate with external stakeholders by initiating and making presentations
- Prepare and define job roles and responsibilities and ensure that positions are filled with competent people.
- Ensure that all program staff receive an appropriate orientation to the organization & programs
- Set annual performance and development objectives and review performance annually.
- Provide on-going guidance, support and feedback to direct reports.
- Ensure annual plans are in place, resourced and are monitored.
- Implement the HR policies, procedures and practices of the organization overseas
- Maintain knowledge of all pertinent ZF policies and assure international staff adhere to said policies
- Report on program work to ED and to the Board.
- Establish regular communication with grantee organizations

#### **QUALIFICATIONS & EXPERIENCE:**

1. A Master's degree in a relevant field or a bachelor's degree and commensurate experience
2. Minimum seven to 10 years' employment experience in international development in a nongovernmental organization
3. Demonstrated experience in leading complex emergency responses and long-term development programs
4. Excellent organization, analytical, interpersonal, oral / writing communications skills required
5. Experience managing others and working in a team
6. Experience writing grants required
7. Political acumen, leadership, team management and team building

8. Ability to maintain confidentiality regarding staff and beneficiaries
9. Strong analytical and strategic thinking skills
10. Strong project- and time-management skills; takes responsibility for meeting deadlines
11. Previous experience with Muslim-based charities a plus
12. Bilingual or multilingual in Arabic, Urdu, and/or Turkish a plus
13. Proven effectiveness in coordination and facilitation, an ability to mobilize and leverage capacity from others, to influence and network
14. Representation, communication skills

### Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Equal opportunity employer

How to apply Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to [jobs@zakat.org](mailto:jobs@zakat.org). Only short-listed candidates will be contacted.