

<b>Job Title</b>	Program Director
<b>Employer/ Agency</b>	<p><b>Olive Branch Muslim Family Services</b></p> <p>Olive Branch provides assistance and professional resources to members of Houston's Muslim community and strives to empower each individual to live a healthy and independent life. Just as the local Muslim population has continued to grow, so has the need for culturally sensitive mental health and social services. Additionally, we have established a fund for qualified applicants who can apply for limited financial assistance for essential needs. We focus on strengthening family life, laying the foundation for self-sufficiency and improving the social and economic conditions of our clients. We serve both Houston's Muslim population as well as the community at large.</p>
<b>Job Description</b>	<p><b>Summary:</b> The Program Director is responsible for the daily operational and overall management of the agency.</p> <p><b>THERE ARE FOUR (4) PRIMARY FUNCTIONAL AREAS:</b></p> <p><b>Fundraising and Fiscal Management</b></p> <ul style="list-style-type: none"><li>• Research and prepare grant proposals and other funding applications.</li><li>• Develop and maintain a donor base for both monetary and non-monetary resources.</li><li>• Submit reports updating funders on a monthly, quarterly, or annual basis depending on program' s requirements.</li><li>• Develop and maintain a digital donor tracking system.</li></ul>

- Work in conjunction with the Board in all fundraising efforts

### **Case Management**

- Conduct initial eligibility screenings and intake assessments.
- Update and maintain client' s file and monthly progress notes.
- Provide information and refer clients to public/private services & resources.

### **Community Engagement**

- Serve as liaison between board and staff
- Prepare and conduct volunteer orientations
- Conduct informational meetings with volunteers or clients as needed.
- Supervise and train interns and volunteers to maintain and expand programming

### **Programming**

- Promote events and programs to diverse media sources (i.e. print, television, radio, and social media).
- Conduct / attend meetings and build professional relationships with relevant community partners, funders or contractors, to further program' s goals.
- Plan and execute community events such as workshops, health fairs, etc. with program staff as needed
- Maintain records and track outcomes of the programs.

The Program Director must also fulfill annual professional development requirements and remain aware of and in

	accordance with the agency' s policies and procedures.  <b>Other Duties as assigned</b>
<b>Qualifications</b>	<u><b>Qualifications:</b></u>  <ul style="list-style-type: none"> <li>• Master' s degree in Social Work or related field</li> <li>• Familiar with social services network</li> <li>• Strong data management skills</li> <li>• Experience working in a non-profit environment preferred</li> <li>• Experience in fundraising preferred</li> </ul>
<b>Salary/Hours</b>	Competitive Salary based on experience
<b>Employer/Agency</b>	Non Profit
<b>Address</b>	
<b>City, State, Zip</b>	Houston, TX
<b>Contact Person</b>	Fatima Mohiuddin
<b>Contact Title</b>	Program Chair, Olive Branch Muslim Family Services
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Email Address</b>	<a href="mailto:Fatima_mohiuddin@yahoo.com">Fatima_mohiuddin@yahoo.com</a>
<b>Application Method</b>	email
<b>Opening Date</b>	4/1/2019

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