

General Manager - Muslims Australia AFIC

Muslims Australia AFIC seeks a suitably qualified candidate to fill the position of General Manager, based in Sydney.

Position Description

The Australian Federation of Islamic Councils (“AFIC”) is the peak representative body for Muslims in Australia. It is comprised of State and Territory Councils that have over 100 organisations and represents approximately 700,000 Muslims nationally. The AFIC is the focal contact point for government and non-government stakeholders desirous of engaging with the Islamic community and is charged with improving the well-being of the Muslim community through its services and advocacy.

The GM reports to the AFIC Executive Committee through the President and is accountable for the day-to-day management of the organisation and its staff. This role is the principal translator of the AFIC Vision into tangible strategies and outcomes. This role requires a high level of stakeholder engagement, strategic thinking and people management.

Position Requirements

The key responsibilities of this position include:

- Working with the Exco, and individually, to develop long term strategies in support of the organisation’s Vision.
- Develop short and medium term tactical and operational plans that deliver tangible outcomes and execute on the Exco’s approved strategies.
- Act as the public face of the organisation with respect to enquiries from the public, media, government and non-government stakeholders.
- Engage in, or manage AFIC resources to engage in, the collection of data and conducting of research to identify issues of importance to our constituents and inform the strategies and operations of the organisation.
- Maintain and build engagement with all member societies and other key stakeholders to ensure that feedback is ongoing and incorporated into the organisations activities.
- Working with the Treasurer, and other specialist resources, to manage the financial affairs of the organisation including setting budgets, preparation of monthly accounts and ensuring an ongoing positive financial position at all times.
- The development of a diversified revenue portfolio to mitigate the risk to the organisation of overreliance on any particular income stream.
- Developing an overarching communication strategy for the organisation including both internal and external channels as well as social media.
- Manage and oversee all the day-to-day operational matters of the organisation including staffing, asset management, legislative and regulatory requirements.
- Support the Exco as required in the conduct of its affairs.

Mandatory/Desired Requirements

- Tertiary qualifications in Business Management or other relevant field. Alternatively demonstrated experience equivalent thereof.
- Relevant Criminal History & Working with Children clearances

Selection Criteria

- Demonstrated and significant experience in managing a community/not-for-profit organisation.
- Demonstrated and significant experience in managing financial matters of a large complex not-for-profit organisation.
- Proven record of managing multi-disciplinary teams for success.
- Demonstrated experience in the identification of community needs and engaging with key stakeholders to delivering tangible outcomes.
- Demonstrated experience in building strategic relationships at Ministerial level of government and at C level management in both the public and private sector.
- The ability to deliver, manage and assist others through, programs of major change.
- Demonstrated ability to operate successfully in an environment of ambiguity
- High level of written and verbal communication.

Key Competencies

- Visionary Leadership
- Stakeholder Engagement
- Leading Change
- Innovation
- Commercial Acumen

Expressions of interest, resumes to be forwarded to Mr Hafez Kassem – President Muslims Australia – AFIC by email: aficjobapplication@gmail.com by 20 November 2015