OVERVIEW		
Job Title	**ADAMS Administrator (AA)**	
Department	ADAMS Administration: Facilities (Operations, Maintenance & Security), Finance, Communications, HR, and IT	
Reporting Relationships	**Reports to:** ADAMS President/CEO	**Supervises:** All Administrative Staff which includes Facilities (Operations, Maintenance & Security), Finance, Communications, HR, and IT.
Role Purpose	The primary role is to partner with the Leadership Team (Executive Committee, all Branch Leaders, Lead Coordinators, and Departments) as the primary implementer of all ADAMS Administrative Support functions in a manner that is consistent with the mission, vision and goals of the organization. The AA shall develop and maintain organizational administrative support personnel, analyze and evaluate the effectiveness of all administrative operations, and consistently report on all administrative functions within ADAMS for all Branches.	

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	**Key Activities**
Policy Management	• Administer the day-to-day operations of the organization by adhering to ADAMS policies • Direct and guide the administrative staff's implementation of ADAMS policy and procedures. • Be available to make timely decisions on items related to day-to-day operations, procedures, and policy interpretations • Escalate decisions pertaining to policy and procedures or with significant financial impact to the Executive Committee (EC) • Establish and oversee compliance with procedure statements to implement ADAMS' policies. • Report major decisions and actions related to policy and procedure matters to the Executive Committee for approval
Strategic Planning	• Set specific administrative goals and objectives for all Branches under the direction and approval of the Executive Committee • Identify the required resources and staff to achieve these objectives • Communicate with Executive Committee to identify the changing needs of the community. • Consider the impact of several alternative plans to address the changing requirements. • Lead community listening sessions for getting community feedback, as directed by Executive Committee

People Management	• Hire and/or release staff members directly reporting to the ADAMS Administrator (AA) in consultation with HR department and following the approval of the Executive Committee • Hire and/or release all other staff in consultation with the HR department and Department Supervisors • Facilitate two-way communication of Executive Committee decisions to administrative staff as well as staff questions/concerns to Executive Committee • Encourage teambuilding by facilitating open communication and positive working relationships with administrative staff • Ensure Vendor contracts are in place once approved by the EC • Oversee building appearance and general condition for ALL Branches • Maintain facility security for ALL Branches • Establish training program for employees' advancement. Assist individuals in developing the necessary skills to be successful within the organization. • Set clear, results-oriented goals, with realistic and measurable outcomes for administrative staff and their specific functions • Provide regular, appropriate, and constructive feedback to ADAMS administrative staff regarding day-to-day operations
Financial Management	• Present the Annual Budget to the Executive Committee prepared in coordination with the ADAMS Treasurer and Branch Leaders • Meet with the Executive Committee routinely for task planning, status reporting, budget allocation and utilization adjustments, and disbursement approvals • Responsible for development of fundraising strategy to meet the operations budget requirements in coordination with the ADAMS Treasurer and Branch Leaders • Assists the Executive Committee in strategizing and planning of other expansion and related fundraising efforts • Implement the approved policies for the allocation, distribution, and control of resources to optimize utilization • Maintain sound bookkeeping procedures • Ensure sound cash management procedures • Coordinate with Finance team the monthly/annual reviews and audits • Maintain all Internal/External financial details and spending

Program Management	• Ensure that all Administrative Support (Facilities, Finance, Communications, HR, and IT) is adequately and timely provided to all Branches, Programs, and Activities under the established ADAMS Verticals (Jumu'ah, Daily Prayers, Education Programs, Events, Clubs, Outreach, Services)

QUALIFICATIONS/REQUIREMENTS	
Required knowledge, skills and experience	• At least 5 years of Facility & Security Management experience preferably in a non-profit setting • Great Inter-personal skills, writing and communication skills, respectful and patient demenor, a great listening and problem-solving experience, and focused leader • Familiarity with general human resources principles, processes and best practices. • Familiarity with general Finance & Accounting principles, processes and reporting. • Ability to set and achieve strategic objectives and effectively manage projects and budgets. • Ability to coach staff, manage and develop high performance teams • Proficient Computer skills • Strong written and verbal communication skills, including public speaking skills. • Ability to manage expectation of stakeholders and clients and to work effectively in collaboration with diverse groups of people. • Team Player and team leader skills
Education and certification requirements	• College degree, ideally in Business and/or Management, or any other relevant field • Upright Muslim with a high level of Islamic Education, understanding of main Islamic principles, and adherence to the same

WORKING CONDITIONS	
Working Environment	Normal office environment; evening and weekend hours a must
Work Timings	Full time position