



950 S. Coast Drive, Suite 202 Costa Mesa, CA 92626 | sabatrust.org

Executive Director

Full-time, exempt salary position

Saba Homes, a California non-profit humanitarian and educational organization, operates a unique home for orphan girls and an emerging school system in Pakistan reflecting mainstream Islamic values, academic excellence, and service to humanity. The main objective of the organization is to develop institutions and safe environments to transform deserving children into leaders with knowledge, love and integrity, through funds raised in the U.S. and elsewhere to support projects in Pakistan and locally.

Saba Homes is looking to hire a full-time **Executive Director**. This individual will be experienced, well-rounded, a good communicator, and highly motivated. The ED will serve as the primary representative for the organization, expand and engage donors and partners, implement strategic planning and project milestones and targets, coordinate fundraising activities, and oversee all day-to-day operations of the organization, based in the Costa Mesa office. Various duties will be performed in the areas of donor and partner cultivation, event coordination, marketing, communications, and financial/legal compliance.

Bachelor's degree required / Master's degree preferred, preferably in the Humanities or Social Sciences, Administration/Management or Communications/Marketing (5-10 years of proven experience in a non-profit may substitute for degree requirement). Work experience in a non-profit environment, or in an administrative or operations management capacity, is essential. Candidate must have superior writing/editing and verbal communication skills to serve as an effective and respected spokesperson and leader on the national level. Candidate will be expected to be able to operate self-sufficiently, with effective use of Microsoft Office (Word, Excel, Powerpoint), Google Drive, and social media platforms. Candidate should have an affinity for working with Pakistani-American and Muslim American communities, and in interfaith leadership contexts.

Compensation commensurate with skills and experience. Benefits: health care stipend, mileage reimbursement, two weeks/year paid vacation, personal time off and sick leave accrual, six federal holidays and two religious days granted paid time off.

For consideration, you must send **all** of the following items to sabahomesboard@gmail.com: cover letter describing prior experience, accomplishments, and interest in the position; Résumé; Writing Sample; Names and contact info of three references. Incomplete applications will not be considered. Only applicants who are legally authorized to work in the United States are eligible to apply. *Saba Homes is an equal opportunity employer.*