



JOB DESCRIPTION

Executive Director

Position: Executive Director

Organization: IDMAJ Foundation for Development

Location: Casablanca, Morocco

The IDMAJ Foundation for Development is seeking a dynamic and experienced Director to lead our cultural and community centers. As the Director, you will have the opportunity to shape and guide the vision, strategy, and operations of the centers. You will play a pivotal role in promoting cultural diversity, community engagement, and fostering a sense of belonging among the members of our community.

Responsibilities:

1. Strategic Leadership:

- Develop and implement a strategic vision for the cultural and community centers in alignment with the IDMAJ Foundation's mission and values.
- Set goals and objectives to enhance community involvement, cultural programming, and the overall impact of the center.
- Identify opportunities for growth, partnership development, and sustainability.

2. Program Management:

- Oversee the planning, development, and execution of diverse cultural and community programs, events, exhibitions, and performances.
- Ensure the delivery of high-quality programs that cater to the needs and interests of the community members.
- Collaborate with internal teams and external partners to curate and schedule a dynamic and inclusive calendar of activities.

3. Community Engagement:

- Foster strong relationships with diverse community stakeholders, including local organizations, artists, cultural institutions, and government agencies.
- Actively engage with community members to understand their needs, interests, and aspirations, and incorporate their perspectives into the center's programming.
- Implement initiatives that promote inclusivity, diversity, and accessibility within the center.

4. Team Management:

- Recruit, train, and supervise a diverse team of staff and volunteers to effectively support the center's operations and programs.



- Provide guidance, mentorship, and performance feedback to ensure a high level of professionalism and productivity.
- Foster a positive and collaborative work environment that values teamwork and creativity.

5. Resource Mobilization:

- **Explore Funding Opportunities:** Proactively identify and pursue diverse funding opportunities to ensure the financial sustainability of the cultural and community centers. Research and assess potential funding sources, including grants, sponsorships, and partnerships, aligning them with the Foundation's mission and goals.
- **Grant Proposal Development:** Develop persuasive and compelling grant proposals that effectively communicate the impact and value of the cultural and community centers. Collaborate with relevant teams to gather necessary information and ensure alignment with the Foundation's strategic priorities.
- **Cultivate Donor and Sponsor Relationships:** Build and nurture relationships with potential donors, sponsors, and partners who share our commitment to cultural diversity and community engagement. Engage in meaningful conversations to showcase the centers' significance and foster long-term support.

Qualifications:

- Bachelor's degree in a relevant field (e.g., arts administration, cultural studies, community development, or a related discipline). A master's degree is desirable.
- Proven experience (minimum of 4 years) in cultural program management, community development, or a related field, with a focus on community centers or cultural institutions.
- Demonstrated leadership skills and the ability to develop and execute strategic plans.
- Strong interpersonal and communication skills, with the ability to engage and build relationships with diverse stakeholders.
- Knowledge of cultural trends, community engagement strategies, and best practices in program development.
- Experience in team management, including recruitment, training, and supervision.
- Excellent organizational and project management abilities, with the capacity to handle multiple priorities and deadlines.
- Proficiency in Arabic and English, both written and verbal. French language skills are desirable.
- Familiarity with budgeting and financial management principles.
- Passion for promoting cultural diversity, community engagement, and social inclusion.



Application Process:

To apply, please submit the following documents to HR@idmaj.foundation

- A detailed resume or curriculum vitae (CV).
- A cover letter outlining your qualifications and why you are interested in the position.
- Contact information for three professional references.

The IDMAJ Foundation for Development is an equal opportunity employer and encourages candidates from all backgrounds to apply. We will review applications on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for an interview.

Note: The responsibilities and qualifications mentioned above are intended to provide a general overview of the position and should not be considered an exhaustive list. The Director may be required to perform additional tasks as assigned by the IDMAJ Foundation for Development in order to meet the evolving needs of the cultural and community center.