



Job Title: Community Center Manager

Location: Al Haouz Province, Morocco

Employment Type: Full-time

Reports to: Founder and CEO / General secretary

About Mayshad Foundation

Mayshad Foundation is a Moroccan nonprofit organization dedicated to empowering vulnerable communities through education, livelihoods, health, women and youth empowerment, and sustainable development initiatives. The Mayshad Community Center serves as a hub for social innovation, capacity building, and community engagement.

Position Summary

The Community Center Manager will lead the day-to-day operations and strategic development of the Mayshad Community Center. The role combines program management, team leadership, partnership development, fundraising, financial oversight, and stakeholder engagement to ensure the successful implementation and sustainability of the Center's activities.

The successful candidate will be passionate about community development, possess strong leadership and organizational skills, and be capable of building meaningful relationships with donors, partners, government entities, and local communities.

Key Responsibilities

1. Program Management

- Oversee the implementation of all programs and activities delivered at the Community Center.
- Ensure programs are implemented according to approved work plans, budgets, timelines, and donor requirements.

- Coordinate closely with Program Coordinators to monitor progress and resolve implementation challenges.
- Ensure high-quality service delivery and positive beneficiary outcomes.
- Develop annual operational plans and activity calendars.
- Monitor program performance through KPIs and impact indicators.

2. Team Leadership

- Supervise and support Community Center staff and volunteers.
- Coordinate the work of Program Coordinators and administrative personnel.
- Conduct regular team meetings and performance reviews.
- Foster a collaborative, inclusive, and high-performing work environment.
- Identify staff capacity-building needs and coordinate training opportunities.

3. Partnerships & External Relations

- Develop and maintain strategic partnerships with:
 - Government institutions
 - NGOs
 - International organizations
 - Universities
 - Private sector companies
 - Community leaders
- Represent Mayshad Foundation in coordination meetings, forums, and networking events.
- Build collaborative initiatives that strengthen the Center's impact and sustainability.

4. Grants, Fundraising & Donor Relations

- Identify funding opportunities aligned with the Foundation's mission.
- Coordinate the preparation and submission of grant applications and concept notes.
- Build and maintain relationships with sponsors, donors, foundations, and development partners.
- Support donor reporting by coordinating programmatic information and impact data.
- Organize donor visits and showcase project achievements.

5. Financial & Budget Management

- Manage the Community Center's operational budget.
- Monitor expenditures to ensure compliance with approved budgets.
- Coordinate closely with the Foundation's Accountant regarding:
 - Budget tracking
 - Financial documentation
 - Procurement

- Expense reconciliation
- Ensure efficient use of financial and material resources.

6. Monitoring, Evaluation & Reporting

- Prepare weekly operational reports for senior management.
- Consolidate monthly program progress reports from Program Coordinators.
- Track project indicators and ensure accurate documentation of activities.
- Identify risks, challenges, lessons learned, and opportunities for improvement.
- Maintain organized project records and documentation.

7. Community Engagement

- Build strong relationships with beneficiaries and community stakeholders.
- Ensure community participation in program design and implementation.
- Promote inclusive, culturally sensitive, and community-driven programming.
- Organize community events and awareness campaigns.

8. Operations & Compliance

- Ensure smooth day-to-day management of the Community Center.
- Maintain compliance with organizational policies, donor requirements, and applicable regulations.
- Ensure proper maintenance of the Center's facilities and equipment.
- Coordinate logistics required for activities and events.

Qualifications

Education

- Bachelor's degree in Community Development, Social Sciences, Business Administration, International Development, Public Administration, or a related field.

Experience

- Minimum 5 years of progressively responsible experience in nonprofit, community development, project management, or social programs.
- Experience in working in the region of al Al Haouz is an asset.
- Experience managing multidisciplinary teams.
- Proven experience working with institutional donors and grant-funded projects.
- Experience developing partnerships with governmental and non-governmental organizations.
- Experience in budget management and project reporting.

Required Skills

- Strong leadership and people management skills
- Excellent project and program management abilities
- Grant writing and fundraising experience
- Partnership development and stakeholder engagement
- Budget management and financial oversight
- Excellent communication and presentation skills
- Strong analytical and reporting skills
- Ability to work independently and under pressure
- Excellent organizational and planning abilities
- Proficiency in Microsoft Office and project management tools

Languages

The successful candidate **must be fluent in:**

- Arabic
- French
- English
- Amazigh (Tamazight)

Personal Attributes

- Passion for community development
- Strategic thinker with a proactive mindset
- Strong interpersonal and networking skills
- High level of integrity and accountability
- Adaptable and solution-oriented
- Ability to engage diverse stakeholders with professionalism
- Commitment to Mayshad Foundation's mission and values

What We Offer

- Opportunity to lead a flagship community development initiative.
- Meaningful work with measurable social impact.
- Collaborative and mission-driven work environment.
- Professional development and growth opportunities.
- Opportunity to work with national and international partners and donors.

How to Apply

Interested candidates are invited to submit the following:

- An up-to-date CV/Resume
- A cover letter outlining their relevant experience, motivation, and suitability for the role

Applications should be sent by email to **s.sedjari@mayshadgroup.com** / or via whatsapp **+212661287563** with the subject line:

Application – Community Center Manager

Only shortlisted candidates will be contacted.

Starting date: September 1, 2026