



# Job Opportunity: Director General

**Organization:** BC Muslim Association

**Location:** Richmond, British Columbia

**Employment Status:** Full-time, with the possibility of a permanent appointment

**Reports to:** President

**Application Review Begins:** June 19, 2026. Applications will be reviewed as received, and the position will remain open until filled.

## About the BC Muslim Association

The BC Muslim Association is the largest Sunni Muslim organization in British Columbia and a long-standing non-profit institution incorporated under the Societies Act in 1966. Through its head office in Richmond and its network of branches, chapters, Islamic centres, schools, and community programs, the BCMA serves the religious, educational, social, and charitable needs of Muslim communities across the province.

For nearly six decades, the BCMA has supported community life through masjid, Muslim schools, funeral and burial services, youth programs, new Muslim care, membership services, social services, interfaith engagement, halal certification, and other essential community supports.

As the Muslim community in British Columbia continues to grow, the BCMA is strengthening its executive administration to support sound governance, operational effectiveness, asset stewardship, financial sustainability, and long-term institutional growth.

## The Opportunity

The BCMA is seeking a highly capable Director General to serve as a senior administrative leader responsible for improving organizational performance, strengthening internal systems, supporting staff and units, enhancing accountability, and identifying sustainable funding and revenue opportunities.

This is a transformation-oriented role requiring executive maturity, sound judgment, high integrity, strong implementation skills, and a deep commitment to serving the Muslim community through professional, transparent, and accountable administration.

Reporting to the President and working closely with the Executive Board and Executive Council, the Director General will help position the BCMA as one of the most effectively managed charitable organizations in Canada.

## **Key Responsibilities**

The Director General will lead improvements in three core areas:

### **1. Administration, Human Resources, and Organizational Effectiveness**

- Review administrative processes, staffing workflows, reporting structures, and operational bottlenecks.
- Improve coordination, reduce duplication, and strengthen service delivery across BCMA units.
- Establish clear goals, timelines, key performance indicators, and reporting mechanisms.
- Support a healthy, respectful, and performance-oriented workplace culture grounded in Islamic values, professionalism, fairness, and accountability.
- Strengthen recruitment, onboarding, retention, staff development, and performance review processes.
- Prepare regular operational and financial performance reports for designated BCMA leadership bodies.

### **2. Financial Sustainability, Revenue Development, and Innovation**

- Identify and pursue municipal, provincial, federal, philanthropic, and private funding opportunities aligned with the BCMA's mission.
- Support grant applications, donor engagement, sponsorships, and community-based fundraising initiatives.
- Work with the General Treasurer and relevant committees to strengthen financial planning, budget discipline, internal controls, and reporting.
- Explore responsible service models, asset optimization strategies, and program innovations that improve value for members and communities.
- Represent the BCMA, when authorized, with funders, partners, auditors, regulators, service providers, and other external stakeholders.
- Promote fiscal responsibility, transparency, and ethical stewardship of community resources.

### **3. Shared Services, Systems, and Operational Standardization**

- Develop a centralized shared services framework to improve administrative support, consistency, and cost-effectiveness.
- Support digital transformation, including improved systems for administration, records management, reporting, and internal communication.
- Help standardize fiscal controls, procurement practices, compliance processes, facility oversight, and maintenance planning.
- Work with branches and units to identify practical support needs and improve coordination across the Association.
- Ensure that operational improvements respect the BCMA's governance structure, community traditions, and branch-level realities.

## **Qualifications and Experience**

The ideal candidate will bring senior leadership experience, operational discipline, community sensitivity, and financial acumen. Candidates should demonstrate:

- At least 10 years of senior leadership experience in the not-for-profit, charitable, social economy, public sector, faith-based, or community service sectors.
- A graduate degree in business administration, public administration, not-for-profit management, finance, operations, human resources, or a related field. Equivalent senior executive experience may also be considered.
- A strong record of improving organizational systems, strengthening accountability, managing change, and delivering measurable results.
- Experience with budgeting, financial oversight, grant development, revenue generation, shared services, or organizational transformation.
- Ability to work effectively with boards, elected leaders, committees, staff, volunteers, donors, community members, and external stakeholders.
- Strong understanding of governance, compliance, risk management, confidentiality, and ethical stewardship in a charitable or community-based organization.
- Excellent communication, negotiation, writing, presentation, and relationship-building skills.
- Strong cultural competency and demonstrated ability to work respectfully within Sunni Muslim, faith-based, newcomer, and diverse community settings.
- Strong understanding of Islamic values and Muslim community institutions.
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- Knowledge of the charitable landscape in British Columbia or Canada will be considered a significant asset.

## Compensation and Benefits

The BCMA offers a competitive executive compensation package based on experience, qualifications, and the scope of the mandate.

- **Base salary:** \$135,000 to \$180,000 CAD, commensurate with experience.
- **Performance-based compensation:** A potential performance incentive may be considered, based on clearly defined and approved annual objectives.
- **Benefits:** Comprehensive benefits package.
- **Vacation:** Three weeks of paid vacation.

Final compensation arrangements will be confirmed in accordance with BCMA governance approvals and applicable employment standards.

## Selection Process

Shortlisted candidates may be invited to participate in interviews and to present a practical 12-month organizational improvement roadmap to designated BCMA leadership bodies. The roadmap may address administrative modernization, staff and workflow improvement, shared services, financial controls, grant development, branch support, and community service excellence.

## Equity and Inclusion

The BCMA welcomes applications from all qualified candidates who meet the requirements of the role and who are committed to serving the Association's mission with integrity, respect, and professionalism.



## How to Apply

Interested candidates are invited to submit:

1. A current résumé or curriculum vitae.
2. A cover letter outlining relevant leadership experience, motivation for applying, and alignment with the BCMA's mission and community service mandate.
3. A brief statement or portfolio of achievements describing experience in organizational improvement, financial stewardship, grant procurement, revenue development, shared services, or related transformation work.

Applications should be addressed to:

**President, British Columbia Muslim Association**

Use this link to submit your application package: <https://forms.gle/DsrS6JL5nn9DM1qBA>

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