

Dar Al Taqwa Mosque

Office Manager – Job Description

Position Summary

The Office Manager is responsible for overseeing the daily administrative, operational, and facility functions of Dar Al Taqwa Mosque. This role serves as the primary point of contact for the community, supports the Board, Imams, staff, and volunteers, manages building operations, coordinates events, and ensures smooth, professional, and welcoming services for all congregants and visitors.

Key Responsibilities

1. Office & Administrative Management

- Serve as the first point of contact for all inquiries (in person, phone, and email), ensuring a welcoming and professional environment.
- Maintain a visible and consistent on-site presence during working hours.
- Be flexible with work hours, including early starts and late stays on Fridays, Eid days, festivals, and major events.
- Provide administrative and executive support to the Board of Directors, Imams, committee chairs, and volunteers.
- Maintain accurate records of members, donations, pledges, and financial transactions.
- Receives and opens all incoming mail, except the bank statements.
- Record cash receipts, prepare bank deposits, and assist with bookkeeping in coordination with accounting systems (QuickBooks, Ramp).
- Manage office filing systems and databases.
- Oversee inventory and purchasing of office and cleaning supplies.
- Support child- and youth-friendly programming and interactions.
- Maintain confidentiality and exercise professionalism in all matters.

2. Facilities & Building Management

- Oversee day-to-day building operations to ensure safety, cleanliness, and compliance with local and federal regulations.
- Coordinate preventive maintenance, emergency repairs, inspections, and contractor services.
- Prepare and manage Requests for Quotes (RFQs) and vendor contracts.
- Supervise custodial, kitchen, and facilities staff.
- Manage procurement and cost comparisons to ensure best value.

- Maintain vehicle servicing schedules, registration, and usage logs.
- Ensure elevator certification and safety compliance.
- Manage rentals of mosque facilities, including contracts, scheduling, payments, and custodial coordination.

3. Event & Community Support

- Coordinate logistics for mosque programs, Friday prayer, Eid, Janazah, Nikah, educational programs, and community events.
- Support event setup, audio/visual needs, meals, and equipment.
- Organize food vendors or food trucks when requested.
- Assist with reservations, contracts, and payment collection.
- Collaborate with committees including Zakat, Janazah, and Education.
- Coordinate parking, security, and traffic flow during high-attendance events.
- Ensure parking and traffic areas are safe, secure, and properly managed.

4. Financial & Operational Support

- Assist with reconciling financial categorizations and transactions (Ramp & QB).
- Coordinate purchasing, receiving, and distribution of goods.
- Support Zakat distribution logistics and documentation.
- Creating and maintaining spreadsheets of all inventories

Qualifications

- Bachelor's degree or equivalent experience; nonprofit or faith-based organization experience preferred.
- Strong administrative, organizational, and time-management skills.
- Proficiency in office software, databases, accounting systems, and basic website/social media management.
- Excellent written and verbal communication skills in English.
- Ability to manage multiple priorities with flexibility and professionalism.
- Demonstrated ability to work with diverse communities and age groups.
- Strong interpersonal skills, discretion, and cultural sensitivity.
- Ability to work independently and supervise staff and volunteers.
- Commitment to the mission, values, and community of Dar Al Taqwa.

If interested, send resume to bod@taqwa.net