



PROGRAMS & FACILITIES MANAGER - FULL TIME

Al Fatih Academy (AFA) seeks a Programs & Facilities Manager for the 2026-2027 school year. AFA is a Muslim independent school serving preschool through Grade 8 with an anticipated enrollment of approximately 270 students in Reston, VA. AFA is dual-accredited by Cognia & CISNA and is an accreditation candidate with the Virginia Association of Independent Schools.

The Programs & Facilities Manager plays a vital role in supporting the school's daily operations by overseeing campus operations, facilities, safety, logistics, and select programmatic and marketing initiatives. This role ensures that AFA's physical environment, systems, and programs are well-organized, safe, and aligned with the school's mission and values. The Programs & Facilities Manager reports directly to the Head of School and collaborates closely with school leadership, faculty, staff, and families. Responsibilities include, but are not limited to:

School Programs & Communication

- Support the execution of school programs and initiatives that strengthen student experience and community engagement.
- Coordinate logistics for major school events such as Open House, Back-to-School Night, Market Days, Art Night, Book Fair, Field Day, graduations, and award ceremonies.
- Provide logistical and communication support for PTO initiatives, fundraising events, and community programs.
- Support community service initiatives, volunteer coordination, and school-wide drives.
- Assist with scheduling and logistical needs related to school-hosted religious or community programming.
- Assist with the coordination of before- and after-school programs or extended-day programs in collaboration with auxiliary programs personnel and the Head of School.
- Support marketing efforts related to enrollment, staffing, and school events.
- Prepare and distribute weekly school communications, including Community Connections newsletters and related media.
- Maintain and update school communication platforms, including social media and the school website.

Facilities, Safety, and Operations

- Oversee the upkeep and maintenance of school buildings, grounds, and equipment to ensure a safe and functional learning environment.
- Implement and regularly review the School Safety Plan in alignment with best practices.
- Manage vendor relationships and coordinate facility repairs and improvements as needed.
- Manage facility rentals and related logistics.
- Oversee compliance with licensing requirements for Preschool and Pre-Kindergarten programs.

QUALIFICATIONS

Ideal candidates should have the following qualifications:

- Bachelor's degree required; Master's degree in Education, Business, or related field preferred.
- Experience in school operations, facilities management, event coordination, marketing, or program management.

Ideal candidates should be able to demonstrate:

- Genuine affinity for school-aged children and enthusiasm for the culture of an independent Muslim School.
- Excellent communication skills (e.g., clear, warm, and responsive) with the ability to work effectively with children, families, faculty/staff, and external partners.
- Highly organized, detail-oriented, and able to manage multiple priorities in a dynamic environment.
- Comfort working collaboratively with administrators, teachers, families, and external partners
- Attention to detail, reliability, and professional judgment
- Alignment with the mission, values, and Islamic educational environment of Al Fatih Academy

The following provides a brief description of the physical requirements for this position:

While performing the duties of this job, the employee regularly talks, expresses, or exchanges ideas verbally. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities, including the ability to learn, recall, and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Interested candidates should complete the [Interest in Employment at Al Fatih Academy form](#).

Successful candidates must complete required background checks.

AFA is an Equal Opportunity Employer committed to the principle of equal employment opportunity for all and providing employees with a work environment free of discrimination and harassment. All employment decisions at AFA are based on school needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations of the United States. AFA will not tolerate discrimination or harassment based on any of these characteristics. AFA encourages applicants of all ages.

Our mission is to cultivate and nurture a thriving American Muslim identity that balances religious, academic, and cultural knowledge, emphasizing the importance of civic involvement and charitable work. Through an interdisciplinary and integrated programming approach, we unite students, teachers, families, and the community to provide an exceptional learning experience.

AFA Core Values: Be Intentional & Mindful | Build Community | Uphold Excellent Character | Create Serenity & Peace | Transform Knowledge into Action | Practice Stewardship & Service