

Cupertino Islamic Center – Readiness Project Manager

Organization: West Valley Muslim Association (WVMA)

Location: Cupertino, California

Type: Part-Time W-2 Non-Exempt Employee (At-Will)

Duration: Open-Ended/At-Will (Initial primary focus: ~3 to 4 month site launch phase)

Compensation: Competitive hourly rate, commensurate with qualifications and project management experience (Part-Time W-2 Non-Exempt).

Reporting & Governance: Reports directly to the **Executive Director** for day-to-day execution, with strategic project oversight from the **Board of Trustees** and **Steering Committee** for real estate, budget approvals, and CUP compliance.

Career Path: High performance during the launch phase may lead to a permanent, long-term Operations & Facilities Manager role overseeing ongoing site operations, programs, and facilities management for WVMA.

Role Overview

WVMA is seeking a highly organized, pragmatic, and hands-on **Readiness Project Manager** to oversee the physical, operational, and technical conversion of our newly acquired Cupertino property into a fully functional Islamic Center.

Reporting directly to the **Executive Director (ED)**, the Project Manager will take operational ownership of executing post-acquisition requirements—including Phase I Environmental Assessments, Property Condition Reports (PCR), and City of Cupertino Conditional Use Permit (CUP) processes. The role operates with strategic project oversight from the **Board of Trustees (BOT)** and a dedicated **Steering Committee** for real estate asset governance, budget approvals, and municipal compliance.

This position requires a strong project leader who can assess technical building reports, prioritize "must-have" items for site launch, manage third-party contractors, and support the Executive Director with broader operational tasks during site downtime.

Key Responsibilities

- **Scope, Planning & Priority Management :** Within the first 30–60 days, establish a comprehensive facility readiness plan by evaluating post-purchase reports (Phase I Environmental, PCR, and facility conversion assessments). Synthesize building requirements into a prioritized action plan—categorizing items into Immediate Opening Must-Haves, Safety/Compliance, and Future Upgrades—and develop a master

work-back schedule anchored to target opening dates to manage critical paths across city approvals, contractor execution, and operational setup.

- **City Compliance & CUP Navigation:** Lead or assist in navigating the City of Cupertino's municipal permitting and Conditional Use Permit (CUP) processes. Coordinate with city planners, fire marshals, and building inspectors to ensure compliance regarding occupancy, parking, traffic mitigation, and zoning regulations.
- **Vendor & Contractor Management:** Source, bid out, and manage third-party contractors and vendors for facility repairs, environmental remediations, utility work, and specialized conversions (e.g., prayer hall setup, wudu facilities, signage, AV/IT systems).
- **Governance & Financial Control:** Maintain clear, regular reporting for the BOT, Steering Committee, and Executive Director on project status, timeline risks, budget tracking, and decisions required. Obtain necessary approvals for major outlays.
- **Operational & Event Readiness:** Establish essential facility services—including security, janitorial, access control, internet/AV, trash, and parking management. Help plan logistics for high-capacity days (Jummah prayers, community events, and Ramadan/Eid preparations) .
- **Executive Director Support & Special Projects:** Assist the Executive Director with broader operational tasks, administrative needs, and special organizational projects during lower-intensity facility phases, serving as a versatile cross-functional team member.
- **Handover & Documentation:** Document all vendor warranties, maintenance contracts, operating manuals, and standard operating procedures (SOPs) to seamlessly transition ongoing responsibilities to WVMA's permanent team.

Qualifications & Desired Traits

- **Core Project Management:** Proven experience in project management, property management, construction oversight, or operations.
- **Municipal & Permitting Familiarity:** Experience working with local city municipalities, building codes, planning commissions, or Conditional Use Permits (CUPs) is highly preferred (City of Cupertino / Santa Clara County experience is a plus).
- **Prioritization & Pragmatism:** Ability to analyze extensive building reports, separate critical "must-have" items from non-essential upgrades, and manage a realistic budget and timeline.
- **Vendor Management:** Strong skills in negotiating contractor quotes, managing vendors, and tracking expenses.
- **Stakeholder Management:** Excellent communication skills with the ability to collaborate effectively with board members, committee leaders, municipal inspectors, contractors, and community volunteers.
- **Hands-on Adaptability:** Comfortable being regularly on-site, conducting physical walkthroughs, and proactively solving unexpected site challenges.
- **Mission Alignment:** Familiarity with mosque or community center operational dynamics (e.g., peak Jummah traffic, wudu needs, prayer space layouts) is a strong plus.

Apply Today

Interested candidates should submit their resume and cover letter to **careers@wvmuslim.org** with the subject line: **CIC Readiness Project Manager**.

Applications will be reviewed on a rolling basis until the position is filled.