



Communications & Development Manager Job Description

The Islamic Scholarship Fund (ISF) is in search of a full-time Communications and Development Manager to further our mission and goals through comprehensive marketing and development plans that will grow and expand upon the initiatives currently in place. The candidate will work closely with the Board, Director, Development Director, and Social Media Coordinator.

The Communications and Development Manager leads ISF's marketing campaigns, directs and implements the organization's creative vision, supervises the Social Media Coordinator, and supports fundraising efforts, including base and small donor recruitment, foundation grants, corporate gifts, and program sponsorships. This position can be completed remotely, though candidates within the Berkeley, CA region preferred.

Minimum Qualifications:

- BS or BA from an accredited US institution
- Strong critical thinking skills
- Three-to-five years in marketing, communications, and fundraising
- Ability to multitask, be efficient, and work under multiple deadlines
- Skilled in communication and relationship-building with both stakeholders and internal staff
- Familiarity with grant processes and grant-making institutions
- Experience planning in-person and online events
- Basic web design/content creation (WordPress) and familiarity with CRMs, email marketing programs (MailChimp), and text messaging marketing platforms
- Strong writer, with ability to write both technical and human interest-style stories

Preferred Qualifications:

- Supervisory experience
- Basic graphic design and branding experience
- Familiarity with digital marketing and SEO
- Familiarity with Muslim culture and traditions
- BA or MS degree in marketing, communications, nonprofit management, or related field (commensurate experience also welcome)

Marketing Responsibilities:

- Work with Development Director to coordinate all marketing and communications materials, including donor appeal letters, weekly e-newsletters, web content, board and staff emails and communications, text messaging, and content for graphics and other assets

- Lead and support planning for programmatic events, such as monthly webinars, and major fundraising events, such as ISF's Annual Banquet
- Edit and proof Social Media Coordinator's work to ensure brand alignment
- Support and supervise ISF's re-brand process, which will include a new name and logo
- Work with graphic designers, videographers, and digital marketing consultants, as needed
- Manage drafting of Annual Report, including writing content and working with graphic designers to ensure alignment with ISF's brand and messaging
- Prepare and analyze marketing and social media reports, as needed, alongside the Social Media Coordinator, to be presented to the Board each month

Development Responsibilities:

- Support the implementation of the Development Director's strategic annual development plan and timeline
- Develop a base/small donor program that engages donors on a monthly basis
- Locate potential grant sources and draft and submit grant proposals, alongside the Development Director
- Cultivate, solicit, and steward donors to increase donor retention, as needed
- Send correspondence and acknowledgment to donors
- Organize and co-lead fundraising events to meet fundraising goals
- Maintain and organize donor data in CRM
- Prepare and analyze fundraising reports, as needed, to be presented to the Board each month

ISF is looking for someone who is genuinely passionate about our goals and objectives and is willing to work relentlessly for the greater good of society. If you have the energy, commitment, and innovative spirit of building a successful entity with endless potential, this could be the right position for you.

Compensation:

Compensation will be commensurate with the quality of the candidate, within the range of \$60,000-85,000. This is an opportunity for a candidate to receive an attractive compensation package, while serving the greater Muslim community and helping bring about long-term change.

Benefits:

- 401(k)
- Health insurance
- Dental insurance
- Vision insurance
- Paid time-off
- Flexible schedule