



Development Director Job Description

Description:

The Islamic Scholarship Fund (ISF) is a fast-growing non-profit organization with the mission to increase American Muslim representation in the professions that influence public policy and public opinion by providing a cycle of support including academic scholarships, mentorship, internships, and fellowships.

Position:

We are in search of a full-time Development Director to further the mission and goals of ISF through a comprehensive development program that will grow and expand upon the initiatives currently in place. The candidate will work closely with the Board, Director and Communications & Development Manager.

The Development Director leads in designing, managing and implementing a comprehensive development program for ISF, including the annual fund, major gifts, planned gifts, foundation grants, corporate gifts, and program sponsorships.

Minimum Qualifications:

- BS or BA from an accredited US institution
- Strong critical thinking skills
- Five years minimum track record in direct fundraising and development work with a track record of closing five and six digit gifts
- Willingness to travel frequently and attend community events often held during weekends
- Polished presentation and public speaking skills
- Skilled in communication and relationship-building with both stakeholders and internal staff
- Ability to multitask, be efficient, and work under multiple deadlines
- Comfortable with both strategic and hands-on work
- Able to lead a small development team, as not only the strategic leader, but also a hands-on team member responsible for plan execution and successful completion
- Familiarity with grant processes and grant-making institutions

Preferred Qualifications:

- Professional certificate or degree in fundraising
- Familiarity with Muslim culture and traditions
- MS degree in nonprofit management or MBA

Development Responsibilities:

- Design and execute a strategic annual development plan and timeline that is based on a predetermined budget and includes: annual fund, endowed funds, planned giving, and individual program funds/sponsorships

- Collaborate with the marketing and creative teams to create and deliver current donor and prospective donor communication campaigns, including donor solicitations and annual impact reports
- Create and oversee policy and procedures for all development activities
- Locate potential grant sources and supervise the preparation of grant proposals
- Identify and research prospective major donors from existing donor base and new leads through wealth screening software
- Develop and implement strategies for building relationships with alumni leading to solicitations and peer-to-peer campaigns
- Cultivate, solicit, and steward donors to increase donor retention
- Ensure appropriate recording, reporting, and acknowledgment of annual fund and all other gifts
- Inform recipients of tribute gifts
- Send correspondence and acknowledgments to donors
- Follow up on all pledges
- Organize events as appropriate to meet fundraising goals
- Work with the Director, Board Development Committee, and Board Development Chair to establish board fundraising protocol and strategies, and report on progress
- In association with the Director, enhance and expand collaboration with the educational, professional, religious, and cultural entities and other partners of ISF for funding and sponsorship purposes

Administrative Responsibilities

Work with ISF's Communications & Development Manager to coordinate all development materials, including, but not exclusively limited to: annual fund appeal, monthly newsletter article, case statements, and web content

- Prepare reports and analyze fundraising results, including monthly reports to the Board
- Supervise development interns
- Keep CRM updated with donations/pledges and add notes to track progress with donor cultivation and stewardship
- Analyze donor data in CRM

ISF is looking for someone who is genuinely passionate about its goals and objectives and is willing to work relentlessly for the greater good of the 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 \$90,000-\$140,000. 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