



## Development Manager

### 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 Manager 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 Executive Director and the Donor Relations and Partnerships Officer.

The Development Manager leads in managing and implementing a comprehensive annual fund development program for ISF while also leading physical and online events. Furthermore, this person will be in charge of prospecting, cultivating and stewarding a portfolio of 75 major donors.

### Minimum Qualifications:

- BS or BA from an accredited US institution
- Strong critical thinking skills
- Five years minimum experience 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

### Preferred Qualifications:

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

### Development Responsibilities:

- In collaboration with the ED, design and execute a strategic annual fund development plan and timeline that is based on a predetermined budget and includes: physical events, online events, giving circles, peer to peer campaigns, and digital campaigns
- In collaboration with the ED, design and execute a strategic plan to prospect, cultivate and steward major donors

- Collaborate with the marketing and creative teams to create and deliver current donor and prospective donor communication campaigns, event invitations, peer to peer campaigns, including donor solicitations and annual impact reports
- Develop and implement strategies for building relationships with alumni leading to solicitations
- Ensure appropriate recording, reporting, and acknowledgment of gifts
- Inform recipients of tribute gifts
- Follow up on pledges
- Organize events as appropriate to meet fundraising goals
- Work with the Executive Director to establish board fundraising support and report on progress

### **Administrative Responsibilities**

- Work with ISF's Content Manager to coordinate all development material
- Prepare reports and analyze fundraising results
- 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

### **You will love this job if:**

- You want help make a positive impact in representing Muslims and Islam in the US
- You really enjoy doing a variety of tasks, rather than the same thing over and over
- You've worked as a development manager, know how to host professional events and have excellent references.

### **This job is not right for you if:**

- Your job is just a paycheck, and the idea of being on a mission to help American Muslims impact public policy and media doesn't float your boat
- You need more structure and a lot of guidance in your work because of a lack of leadership experience

### **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