



Donor Relations and Partnership Officer

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 Donor Relations and Partnership Officer 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 other development staff members.

The Donor Relations and Partnership Officer leads in designing, managing and implementing a comprehensive development program for ISF focused on two areas:

- **Partnerships** including program sponsorships, foundation grant leads, corporate sponsorships, giving circles and community dinners
- **Donor Relations** focused on prospecting, cultivating and stewarding portfolios of ISF's base (<\$499) and mid size donors (\$500-\$2500)

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 digit gifts
- Willingness to travel frequently and attend community events on weekends
- Polished presentation and public speaking skills
- Skilled in communication and relationship-building with both stakeholders and 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
- Experience in grant writing and prospect research

Preferred Qualifications:

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

Development Responsibilities:

- In collaboration with the ED design and execute a strategic annual partnership plan with a timeline, deliverables, and a predetermined budget focused on program sponsorships, strategic partnerships, corporate sponsorships and foundation grant leads

- In collaboration with the ED design and execute a donor gift strategy focused on prospecting, cultivating and stewarding base donors and 250 portfolios of mid size donors
- Collaborate with the marketing and creative teams to create and deliver current and prospective partners and donor communication campaigns, including donor solicitations and annual impact reports
- Create and oversee policy and procedures for development activities
- Identify and research prospective donors and partners from existing donor base and new leads through LinkedIn and professional groups
- Develop and implement strategies for building relationships with alumni leading to solicitations
- Ensure appropriate acknowledgment of gifts
- Inform recipients of tribute gifts
- Send correspondence and acknowledgments to funders and partners
- Follow up on pledges
- Prepare grant reports

Administrative Responsibilities:

- Work with ISF's Content 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

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 build partnerships, successfully apply for grants, 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 you haven't done leadership work before

Compensation:

Compensation will be commensurate with the quality of the candidate, within the range of \$60,000-\$80,000. 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