

Job Title: Development Coordinator

Location: Hybrid - Bay Area, CA preferred

Organization: Islamic Scholarship Fund (ISF)

About ISF:

ISF amplifies Muslim voices by supporting the next generation of leaders in media, film, public interest law, and policy through scholarships, internships, fellowships, and career development.

Job Summary:

The Development Coordinator will play a critical role in supporting ISF's fundraising efforts, donor engagement, and events management. This position requires a highly organized, data-driven, and creative individual with a passion for our mission. The ideal candidate will have strong analytical skills, excellent communication abilities, and a commitment to donor stewardship and relationship building.

Key Responsibilities:**Fundraising and Donor Engagement**

- Segment donor lists to optimize outreach and engagement strategies.
- Assist with fundraising activities, including direct mail and online campaigns, in-person events, and community presentations.
- Support donor stewardship by assisting leadership with personalized communications and relationship management.
- Reach out to donors with monthly donations as needed to update account information.

Event Planning and Management

- Plan and execute events, including creating and managing event registrations and coordinating volunteer recruitment.
- Coordinate logistical aspects of events to ensure seamless execution and donor engagement.
- Attends events to promote the organization

Data Management and Reporting

- Import donations and pledges into Neon CRM, maintaining accurate accounting records for check deposits and direct mail donations.
- Prepare a monthly development dashboard for senior leadership, analyzing key metrics and trends.
- Conduct donor analysis of donor data to identify trends, preferences, and areas for improvement.

Technology and Communications

- Create and maintain donation forms and landing pages through Neon CRM software.
- Update donation forms on the organization's website.

Prospect Research Support:

- Assist with researching prospective donors and foundations and preparing detailed analyses to support leadership's outreach efforts.

Qualifications:

- Bachelor's degree in a relevant field
- Minimum of 4 years experience in nonprofit fundraising and development.
- Proficiency in Excel/Google Sheets for data analysis.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Experience with CRM systems and donor databases (Neon CRM experience is a plus).
- Analytical mindset with the ability to interpret data and generate actionable insights.
- Applicants must reside in the U.S. and must have legal authorization to work in the US.

Attributes:

- Passion for ISF's mission and values.
- Highly organized with attention to detail.
- Problem solver.
- Ability to work collaboratively in a team and independently.
- Creative and strategic thinker who thrives in a dynamic environment.

Compensation and Benefits:

- Salary range: \$60,000–\$70,000, commensurate with experience and qualifications.
- Generous benefits package, including health insurance, retirement contributions, technology stipend, ten paid holidays, 12 vacation days, 5 sick leave days, and two weeks of paid maternity/paternity leave. Vacation time increases over the years.

Application Process:

Interested candidates should submit their resumes, examples of past fundraising campaigns or materials they have created, and a brief writing sample to talent@IslamicScholarshipFund.org. Please note that no phone calls will be accepted.

Join ISF and contribute to building a more equitable and inclusive future!