

Development Manager

Description:

The Islamic Scholarship Fund (ISF) is a fast-growing nonprofit organization with the mission to increase American Muslim representation in the fields that shape public policy and public opinion. Through scholarships, mentorship, internships, fellowships, and leadership development, ISF provides a comprehensive support cycle that advances educational and professional equity.

We are seeking a full-time Development Manager to deepen donor engagement, strengthen ISF's national fundraising strategy, and ensure the successful execution of major cultivation and fundraising events across key regions. The Development Manager will work closely with the Executive Director, Board, Development Coordinator, and additional development staff to advance ISF's long-term sustainability and growth.

Position:

The Development Manager is responsible for coordinating donor engagement strategies, managing regional fundraising events, stewarding relationships with sponsors and partners, and supporting the advancement of ISF's fundraising pipelines. This role also supervises the Development Coordinator and works cross-functionally to ensure cohesive, strategic development operations.

Minimum Qualifications:

- BS or BA from an accredited U.S. institution
- Minimum 5-8 years of experience in fundraising, donor relations, or nonprofit development
- Strong organizational and project management skills, including event execution
- Skilled communicator with the ability to cultivate relationships with donors, partners, and community stakeholders
- Experience managing staff, interns, or volunteers
- Ability to multitask, meet deadlines, and balance strategic thinking with hands-on execution
- Familiarity with CRMs, donor databases, and moves management processes

Preferred Qualifications:

- Experience planning large-scale fundraising events, galas, or banquets
- Knowledge of corporate sponsorship development
- Grant writing or philanthropic prospecting experience
- Familiarity with Muslim culture and traditions
- Professional certification in fundraising or nonprofit management

Development Responsibilities:

- Coordinate donor engagement strategies in partnership with the Executive Director, ensuring cohesive cultivation, solicitation, and stewardship across donor segments.
- Lead planning and execution of the NorCal and SoCal banquets, including timelines, budgets, vendor coordination, program design, sponsorship packages, and guest experience.
- Manage cultivation events across California, Chicago, Washington, D.C., and New York/New Jersey to strengthen regional donor communities and expand ISF's national footprint.
- Plan and implement donor campaigns, including the Ramadan and end of year campaigns, overseeing list management, language creation, and visual campaign design

- Oversee corporate sponsorship and employee engagement events, developing tailored activation opportunities, stewarding partners, and ensuring strong relationship management.
- Facilitate moves management meetings, tracking donor progress, prospect movement, and key actions to advance the fundraising pipeline.
- Supervise the Development Coordinator, providing coaching, overseeing workplans, and ensuring timely execution of development tasks.
- Support the creation of fundraising strategies, including donor segmentation, outreach plans, and campaign alignment.
- Maintain accurate donor records, track engagement actions, and ensure timely acknowledgments.
- Review fundraising reports and provide analysis for leadership and Board review.

Administrative Responsibilities:

- Partner with the team to prepare event materials, fundraising collateral, sponsorship decks, and donor communications.
- Manage event logistics for banquets and cultivation events, including outreach, registration, and follow-up.
- Provide staffing support at events, including donor engagement, speaking roles as needed, and on-site coordination.
- Ensure that donor data, notes, and pipeline updates are consistently and accurately recorded in the CRM.

You will love this job if:

- You enjoy building relationships and bringing people together through mission-driven events.
- You thrive in a fast-paced environment and enjoy managing a varied portfolio of responsibilities.
- You want to contribute to a growing national movement increasing Muslim representation and leadership.

This job is not right for you if:

- You prefer a highly predictable workflow with little variation.
- You are uncomfortable leading events or engaging directly with donors and partners.

Location:

This is a remote position, but for candidates in the Bay Area, it will be a hybrid arrangement. Bay Area candidates will have priority

Compensation:

Compensation will be commensurate with the quality of the candidate, within the range of \$75,000-\$90,000. ISF is committed to offering an equitable package that reflects experience, skill, and organizational values.

Benefits:

- 401(k)
- Health Insurance
- Dental Insurance
- Vision Insurance
- Paid Time-Off (12 Vacation Days, 11 Paid Holidays, 5 Sick Days)
- Paid Parental Leave