

DONOR SERVICES & DEVELOPMENT COORDINATOR

Full time position. Longer hours are to be expected.

Responsibilities to include, but not limited to:

DONOR SERVICES

- Create and coordinate strategy to receive and process all donation information from check, credit card, website, wire transfer and stock donations into the database, including data entry, copy for archives, and submission to Accounts Receivable for record keeping.
- Create strategy and oversee implementation to ensure accuracy of information in donor database including:
 - updating contact information,
 - assigning and maintaining codes,
 - updating notes and actions,
 - and ensuring all connections and relationships are assigned;
- Manage Data Entry Assistant
- Assist with relationship building and thank you calls with key donors.
- Maintain professional standards for Donor Relations through thorough editing of written communication, strict adherence to deadlines, professional standards of email and telephone communication, and appropriate professional etiquette.
- Create donation reports and data analysis to advise marketing direction.
- Gather organizational data (e.g. donor demographics), or conduct independent Internet or other research as needed.
- Research and support ED in the growth of mailing lists.

DEVELOPMENT

- Research strategic direction, and provide coordination for ZF fundraising efforts as requested.
- Research and suggest strategies to increase giving from individual, corporations, foundations, and other sources.
- Support development of yearly fundraising plan and its implementation, including individual giving, corporate giving, matching gifts, special events, and planned giving.
- Conduct prospecting research to identify potential funding sources.
- Create fundraising leads and follow up on leads created by other people.
- Explore a wide variety of funding models (e.g. foundations, corporate donors, individual memberships, events, etc), measure the appropriateness of those models for ZF and apply them.

- Manage in-kind donations assistant.

Grants

- Research potential grants for specific projects, capacity building and other possibilities, propose to ED and appropriate staff.
- Organize requirements, prepare timeline, collect information from staff as needed, write, and edit grants.
- Coordinate deliverables to grant agencies and follow up as needed.

The ideal candidate should possess the following requirements/qualifications:

- Previous experience with Muslim Charities a plus
- Bachelor's Degree
- 5-10 Years of experience in fundraising and development
- Strategic thinker who is entrepreneurial and a self-starter
- Strong people skills with excellent verbal and written communication skills
- A proven track record of fundraising success
- Ability to work independently, seeking guidance from senior staff as needed
- Strong interpersonal and networking skills
- Adaptable and flexible to shifting opportunities, priorities and needs
- Native English, knowledge of Arabic a plus
- Has significant experience in the field of resource development, particularly foundation fundraising
- Excellent computer skills necessary: MS Word, MS Excel, Powerpoint
- Ability to exercise sound judgment, take responsibility for meeting deadlines.
- Confidentiality: Assure discreet handling of all business.
- All applicants must be U.S. citizens, U.S. permanent residents, or otherwise legally authorized to work in the U.S. No visa sponsorships.

ENVIRONMENT:

- Position requires frequent and regular computer and phone use. Workplace is a smoke and drug-free environment. Equal opportunity employer.

TO APPLY:

- Applications must include cover letter describing interest in this position, resume, and salary requirements. Incomplete applications may not be considered
- Email application to jobs@zakat.org with DONOR SERVICES & DEVELOPMENT COORDINATOR in email subject line

- No phone calls will be accepted regarding this position.