



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Program Coordinator

Job Description

The Programs Coordinator will be accountable to the Director of Programs; and oversees programs within his/her region (s) of focus to ensure program and financial transparency and stewardship of donor funds. The coordinator will regularly communicate with Zakat Foundation of America offices, maintain relationships with partner organizations, follows up the logistics and budgets of ongoing and new programs, collects reports and data from the field, and provide regular updates for the program department, and other stakeholders.

Duties and Responsibilities

- Coordinate communication between main office and all program partners, via phone & email, establishing systematic and timely reporting, filing, dissemination of information, and analysis as needed.
- Ensure that periodic reports are regularly completed by program partners establishing strict deadlines and high quality multimedia documentation from all partners.
- Ensure the Orphan Sponsorship program (OSP) activities are carried out within established timeframe and approved budget;
- Streamline the procedure to process reports and multimedia so that they are disseminated to the public through Communications Department.
- Ensure and pursue strict financial transparency information from all projects by collecting and maintaining records of funds used, receipts, and audit information..
- Regularly communicate with the Director of Programs to provide program updates, evaluations and confer on program decisions.
- Request updates on orphans routinely; and document enrollment status of children
- Organize, file, and keep detailed records of all programs on the server in appropriate folders.
- Create and manage database with active program contacts.
- Manage ongoing programs by identifying implementing partners, maintaining a thorough record of donors and current status of projects, and collecting reports, photos, and updates from the field.
- Submit comprehensive reports of proposed annual budgets for regional offices, project proposals, and background for potential new programs to Director of Programs.
- Initiate and attend meetings with potential funders and funding recipients as necessary.
- Participate in the designing and write-up of new proposals for funding
- Research and suggest opportunities that might be suitable for ZF program expansion.
- Develop and maintain strong relationships with a broad range of local leaders to encourage coordination and leverage capacities.
- Recommend actions that would improve operational capacity.



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- Recommend new partnerships to supplement program potential.
- As a representative of Zakat Foundation of America, the candidate must assure honest, timely and responsible dealings in all meetings, interactions, travel and any other activity conducted as the Zakat Foundation of America Regional Program Coordinator. Must assure transparency and efficient communication at all times.

Requirements

1. A Bachelor's Degree in a related field.
2. Minimum 3 year of program experience in a non-profit.
3. Ability to develop strong and comprehensive cultural diplomacy and sensibility in dealing with Zakat Foundation of America (ZF) program partners and supporters.
4. Experience in direct administration of programs and budgets.
5. Knowledge of programs and issues in the field of development preferred.
6. Exceptional ability to work independently as well as in a team setting.
7. Proficiency in Microsoft Office Suite, particularly Microsoft Excel

Environment

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

To Apply

1. Submit a cover letter describing your interest in this position, résumé, and salary requirements. Incomplete applications will not be considered.
2. Immediate hire
3. Email applications to jobs@zakat.org with PROGRAM COORDINATOR–YOURLASTNAME in the subject line.
4. No phone calls will be accepted regarding this position.