

Islamic Society of North America Development Foundation (IDF)

Development Coordinator

Job Description

ISNA is seeking a motivated, detail-oriented and organized individual to fill the role of Development Coordinator in ISNA Development Foundation (IDF) office, located at ISNA headquarters in Plainfield, IN. This position works closely with the IDF Executive Director in the areas of planned charitable giving, donor analysis, database management, and overall departmental operations.

Primary Job Responsibilities:

- Assist in implementing departmental strategies to nurture donors and prospects, and increase their engagement and financial support through multi-platforms; including mail and online campaigns
- Provide reports to IDF Executive Director as needed; utilize Raiser's Edge as data source
- Assist in the logistical preparation and execution of fundraising events as needed, including regional and private events, annual ISNA Founders Committee retreat, and the Community Service Recognition Luncheon and Saturday Evening Main Session fundraising at the ISNA Annual Convention
- Assists in managing ISNA 1000 Donors Club, Ambassadors Club and the Visionary Circle
- Coordinate planned giving and Islamic inheritance seminars
- Cultivate planned giving prospects
- Travel out of state to local Muslim communities as needed
- Write business and correspondence letters and memos
- Address and resolve donor issues; maintain communication
- Assist with volunteer recruitment and orientation for assigned events
- Assume any other tasks that may be assigned by IDF Executive Director and/or the Assistant Director

Qualifications

- At least three years of experience in a non-profit setting preferred, (development office experience a plus), and/or a Bachelor's degree or higher in the field of non-profit management, public administration, philanthropy or similarly related fields preferred
- Willing to travel out of state on weekends as needed
- Proficiency using Raiser's Edge Database, or similar donor software management system
- Proficiency using Microsoft Office: Word, Excel, Power Point
- Good communication skills and writing capabilities, as well as general administrative experience
- Must be willing to work in the office headquarters in Plainfield, IN
- Must be a U.S. citizen
- Must be comfortable working with diverse community; experience working with Muslims and/or basic knowledge of Islam preferred

To Apply

Applicants must submit a resume, cover letter, and references to: jobs@isna.net