

Job Title:	Development Associate	Classification	Part time salaried position: 20 hours/week
Department:	Development	Compensation & Benefits	
Reports to:	Director of Development	Annual Salary Range: \$20,000-\$25,000 Eligible to participate in 401k Generous paid time-off policy	
Location:	Metro Detroit, MI preferred, but candidates in other locations considered		
Travel:	Travel within MI and other sites as needed (5%)		
Direct reports:	None		
Key relationships:	Development Team, Communications and Research Teams		
Job Role			
Role Overview:	The part time Development Associate supports the management and implementation of fundraising activities of the organization including fundraising campaigns and events and donor engagement and cultivation plans to ensure consistent achievement of financial objectives.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% Time on Task	
Development Strategy	<ul style="list-style-type: none"> Supports the Director of Development to strategize and plan development objectives and plans for the fiscal year. 	5%	

R. March 21, 2021

	<ul style="list-style-type: none"> ● Helps track progress throughout the fiscal year through developed metrics. 	
Donor Engagement	<ul style="list-style-type: none"> ● Supports Director of Development in implementing donor engagement strategy. ● Performs prospect research, and identifies new opportunities for stewardship and engagement. ● Researches foundations to identify potential grant and funding opportunities. ● Participates in events and programs to cultivate new donor pools and populations. ● Holds primary responsibility for interactions with assigned individual donors and supports Director of Development in major donors and prospect contacts. ● Takes lead responsibility in managing assigned donors portfolios through donor lifecycle and provides supervisor with ongoing updates. ● Understands and communicates ISPU's research projects in a compelling way to effectively engage constituents. ● Supports the development of high quality collateral and communications. 	40%
Events and Campaigns	<ul style="list-style-type: none"> ● Supports Director of Development in planning and implementing fundraising and stewardship events, both small and large. ● Provides leadership in managing events' logistics including but not limited to: 	40%

	<p>communication with invitees, board members and vendors before, during and after events.</p> <ul style="list-style-type: none"> • Manages event and program consultants and interns for event support. • Works to engage and follow up with event sponsors. • Evening and weekend events and programming are to be expected. 	
Other	<ul style="list-style-type: none"> • Performs other duties as assigned by the Director of Development to achieve programming goals for the organization. • Stewards volunteers and collaborates with the Outreach coordinator to increase volunteer numbers. • Supervises interns and volunteers on development related projects as needed • Attends meetings and functions as required for optimal performance of job responsibilities. • Participates in professional development training to enhance leadership and job-related skills. • Keeps supervisor informed of any issues and/or concerns. • Participates in organization wide planning and meetings. 	
Candidate Qualifications		
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in any area, but public policy, non-profit management, business preferred. 	

<p>Desirable Knowledge and Experience</p>	<ul style="list-style-type: none"> ● A minimum of 2 years' experience in non-profit management, development, or marketing/sales preferred ● Strong understanding of the American Muslim community ● Excellent oral, written and interpersonal communication skills. ● Ability to resolve issues in a collaborative manner in a way that meets the organization's objectives ● Excellent attention to detail and strong organizational skills ● Self-motivated and takes initiative ● Ability to think strategically as well as successfully manage projects ● Willing to travel for fundraising and programming needs ● Valid driver's license and personal means of transportation for travel to and from events and programs. 	
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