



In the name of God, Most Gracious, Most Merciful. It is with great pleasure and excitement that AMCF announces our request for inquiries for the following role:

Donor Ecosystem Manager

Jan 10, 2021

ABOUT AMCF

Founded in 2016, American Muslim Community Foundation (AMCF) is an innovative and award-winning national community foundation dedicated to leading sustainable and strategic Muslim philanthropy for today and future generations. AMCF's mission is to cultivate donor giving and diversify funding to advance charitable causes.

POSITION SUMMARY

AMCF is at a crucial stage of institutional development, as we embark on hiring managers for both of AMCF's strategic streams: the Nonprofit Organizations Ecosystem and the Donor Ecosystem. This position requires proactive customer service skills alongside the ability to articulate those issues to donors while building and maintaining strong relationships.

The successful Donor Ecosystem Manager will support the growth and development of AMCF, as we shift away from start-up mode to become a self-sustaining institutional household name providing leadership, strength and support not only for AMCF but also the rich nonprofit sector that serves American Muslim communities.

This is a part-time 20-30 hours a week, remote position. Travel may be required after pandemic risks subside.

AMCF PROGRAMS AND SERVICES

Since its inception in 2016, AMCF has invested more than \$4.25 million in grants and programs. AMCF provides a wide range of services and programs under its two strategic areas: the Donor Giving Ecosystem; and the Nonprofit Ecosystem. For the donor, AMCF provides innovative philanthropic services such as donor advised funds and giving circles to encourage and celebrate giving. For the nonprofit, AMCF multiplies grant and funding opportunities, facilitates training and mentorship, hosts nonprofit endowments, and cultivates a network for organizations and leaders to support each other's work.

REPORTS TO

The Donor Ecosystem Manager reports directly to the Executive Director.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

1. Cultivate new donor relationships and develop and strengthen existing donor base,
2. Develop and manage donor engagement processes and procedures, ensuring effective set up and execution of fund agreements and managing donor data

- collection, entry and analysis
3. Plan and manage donor advised funds, giving circles and other AMCF donor programs.
 4. Input, track & provide donor information in AMCF's internal database, Raiser's Edge NXT
 5. Support and advise best practices of working with and recruiting donors
 6. Ensure coordinated and efficient sharing of information, including communications, systems support, and meetings
 7. Support with AMCF programming such as Annual Symposium, Ramadan Fundraising, Social Impact Accelerator, Program Events & Webinars, etc.
 8. Performing other related and administrative duties as required.

QUALIFICATIONS

Required

1. BA/BS degree in relevant field or equivalent experience.
2. Demonstrated experience working in the Muslim community sector; strong connection to the American Muslim community.
3. Experience working with donors, donor advisors, fund representatives, and collaborating with the Board of Directors and committees.
4. Strong financial, organizational and project management experience and skills.
5. Superb interpersonal skills, excellent oral and written communication skills; detail oriented.
6. Proficiency in online collaboration tools, customer relationship management tools, fundraising software and donor databases and tools.
7. Experience in fund development, finance/investments, donor-advised funds grantmaking, endowments, and due diligence.

Preferred

8. Certifications in fundraising, planned giving, or nonprofit accounting
9. Familiarity with fundraising relationship management of an annual funds and major gifts

PAY

Salary commensurate with years of experience, educational qualifications, certifications, location, and skill set alignment with the role, in the range between \$25/hour and \$30/hour.

TO APPLY

Please send a cover letter describing your skills and qualifications for this position, together with your current resume in one attachment to our Hiring Committee: careers@amuslimcf.org, with subject line: Donor Ecosystem Manager.

AMCF will consider applications on a rolling basis; applications received by Monday January 31st, 2021 at 9 PM Pacific will have priority review.

AMCF is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.