



## BAYAN CLAREMONT

### Position Title: Development Coordinator

**Immediate Supervisor:** President, Bayan Claremont

**Jobs Supervised:** none

**FLSA Status:** Full-Time, Exempt

**Date Updated:** June 2019

### Job Content

#### **Summary:**

The Coordinator of Development will join the staff and support the development and execution of strategy for expanding the institution's financial foundation. This includes cultivation of a sizeable, broad and active donor base, and implementation of successful fundraising campaigns for the annual fund for operations, a capital campaign for infrastructure, and an endowment fund for sustainability. Scheduling meetings with donors and organizations for Bayan's President, generating communications pertaining to donor stewardship, and analyzing donor trends and patterns are key elements of the job. The position will support the securing of major and planned gifts, and preparation of corporate/foundation grant proposals. The position requires periodic travel throughout the United States.

#### **Essential Duties and Responsibilities:**

- Develop fundraising plans based on donor patterns and emerging opportunities, manage fundraising campaigns and events of various types to align with fundraising objectives among various donor categories, and maintain updated reports and records to sustain data-driven strategies.
- Prepare customized informational materials for identified high net-worth donors, supporting endowment and capital campaigns, as well as scholarship funds.
- Implement routine communications and mailings to donors as part of stewardship activities.
- Identify and cultivate corporate and foundation funds, matching grant programs, and other funding sources.
- Collaborate with marketing, finance, academic and student affairs departments.

**Other Duties and Responsibilities:**

- Will perform all reasonable duties as requested by supervisor and other authority personnel.

**Qualifications Guidelines:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Competencies**

- Proven administrative, event management and leadership experience.
- Ability to represent institution and engage in community outreach.
- Excellent written and oral communications.
- Knowledge of issues impacting the American Muslim community's development.
- Effective use of software tools for donor management/relations.
- Proficient in use of Microsoft Excel, Word, PowerPoint and equivalent tools in Google Suite.
- Grant writing experience.
- Collaborative, self-motivated, proactive work ethic.

**Education/Experience:**

- Master's level credential or higher.
- Minimum of 5 years working in non-profit context with experience in communications, fundraising, and/or event management.

**Language Ability:**

Excellent communication and interpersonal skills are preferred. The successful candidate/employee will be required to use written and/or oral communication. The position requires the ability to write standard correspondence. The ability to read and comprehend complex instructions, correspondences, and memos is necessary. It also requires the ability to read, analyze, and interpret general business memos.

**Math Ability:**

The position requires the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. This requires intermediate to advanced math skills, which includes the ability to maintain a high level of accuracy in preparing and entering financial information.

**Reasoning Ability:**

This position requires strong organizational skills and the ability to manage multiple ongoing projects; proficient in multi-tasking.

**Computer Skills:**

Proficient in Word, Excel, PowerPoint, Internet, Outlook and other appropriate software. Operates a variety of office machines, including copier and fax machine. Must be willing and able to perform at a high level with donor management/relations software. High-speed, reliable internet access is required.

**Supervisory Responsibilities:**

The person in this position may be requested to direct, manage, and evaluate work performance of any support staff that may be hired for the development team.

**Physical Demands:**

This position may require long hours sitting and using computers and web-based tools. There may also be modest lifting of supplies and materials up to 25 lbs., from time to time. The use of hands and arms to reach for, grasp and manipulate objects is required.

**Special Requirements/Certification:**

*None*

Application Deadline: July 10, 2019 (open until position is filled)

Application Process:

Please collect the following and submit prior to deadline:

- Cover letter
- Résumé/CV
- Two letters of recommendation

Note: Applicants who are short-listed will be provided additional information and requested to participate in an interview (in person or online).

Please submit these materials in PDF format (include your last name in all filenames) via email to:

[admin@bayanclaremont.org](mailto:admin@bayanclaremont.org).

Bayan Claremont  
1325 N. College Avenue  
Claremont, CA 91711  
(909) 447-6347

Institution: Bayan Claremont is an Islamic graduate school operating as a division of the Claremont School of Theology in Southern California. Bayan offers a 48-unit accredited MA in Islamic Studies and Leadership, which includes courses in Islamic Studies, interreligious studies, ethics, leadership, non-profit management, and civic engagement, and a 48-unit MA in Islamic Education. Bayan also offers a 72-unit MDiv in Islamic Chaplaincy, focusing on pastoral leadership, counseling and spiritual care. Arabic language proficiency (MSA) at the intermediate level is required for graduation.

Bayan Claremont is an Equal Opportunity/Affirmative Action employer. U.S. citizenship, residency or work visa is required. Teaching experience in North American institutions is strongly preferred.