



Director of Fund Development

The Islamic Society of Orange County (ISOC) is seeking a full-time Director of Fund Development to lead and execute fundraising and development for one of the oldest and largest multi-ethnic, multilingual and multi-generational Muslim communities in Orange County and the Greater Los Angeles area.

Term: Full-time, occasional evening and weekends required
 Position Status: Exempt
 Salary: \$100,000 to \$125,000 commensurate with experience

Reporting to ISOC's Executive Director, the Director of Fund Development will have operational and strategic responsibility to develop a systematic process for funding ISOC's Annual Fund (funding ISOC operations) and ISOC's Capital Campaign (funding construction and expansion). In partnership with the Executive Director and Religious Director, the Director of Fund Development will create a dynamic and sustainable model to secure financial stability for ISOC to carry out its mission to serve the Muslim community both now and in the future.

Qualities

- **Experienced in Non-Profit Fundraising:** You understand non-profit fundraising in the United States. You have successfully developed and led fundraising programs and campaigns that yield measurable results and drive sustainable financial support.
- **Optimistic and Purpose-Driven:** You are passionate about the future of Islam in America and deeply committed to contributing to its success.
- **Trustworthy:** You approach tasks and interactions with honesty and transparency, always aligning with ISOC's mission and values.
- **People Person:** You are a people person who can engage in meaningful conversations and balance competing interests. You know how to network with people possessing ample resources and those who do not.
- **Hands-On Leader:** You understand the importance of delegating tasks but are also ready to roll up your sleeves and get things done when necessary.
- **Creative and Persistent:** You are creative, resourceful and persistent in achieving outcomes while navigating a dynamic environment.
- **Tech-Savvy:** You can use technology and media effectively to manage your role and team, as well as in the marketing systems you deploy.

Job Duties

Campaign Development and Execution

- Develop and organize dynamic fundraising campaigns, ensuring each campaign has a clear work plan, themes, and sustainable framework.
- Identify and cultivate target audiences, and gain donor buy-in through engagement and communication.

- Use various mediums such as social media, phone banking, telethons, and meetings (private/public) to propagate the campaign message and assess effectiveness.
- Set measurable metrics, forecast models, and track campaign progress against targets.
- Create a workforce/volunteer group to support and promote campaigns.
- Manage and oversee several key fundraising campaigns, including:
 - Annual Fund
 - Capital Campaign for the new master site plan
 - Ramadan and other special event campaigns
 - Planned Giving Program

Donor Stewardship

- Mine existing donor rolls and engage in proactive outreach to identify potential donor opportunities.
- Cultivate relationships with prospective donors through ongoing communication and personalized engagement strategies.
- Ensure a positive donor experience that encourages repeat giving, retention, and larger donations.
- Ensure donor appreciation by sharing the impact of their contributions, ensuring they feel valued and connected.
- Implement and maintain the organization's non-profit Customer Relationship Management (CRM) system to track donor interactions, preferences, and giving history.
- Develop and execute strategies to market and enhance the ISOC brand, ensuring consistent messaging across various platforms.
- Articulate what sets ISOC apart from other Islamic organizations in Southern California to bolster donor confidence.

Grant Management:

- Oversee grant-seeking activities, including identifying grant opportunities, writing proposals, and ensuring compliance with reporting requirements.

Internal Collaboration:

- Prepare fundraising budgets in collaboration with the Executive Director and ensure efficient use of resources and staff/volunteer engagement.
- Develop fundraising and marketing plans that set targeted goals, measurable outcomes, and clear timelines.
- Collaborate with Marketing on the ISOC brand that will result in a cohesive message on various platforms.
- Lead, grow, and train staff on department-based fundraising strategies and campaigns.
- Identify opportunities for board members to participate in revenue-generating activities and engage in fundraising efforts.

External Collaboration:

- Develop and foster program partnerships and strategic alliances that advance ISOC's mission and increase avenues of financial support.

Accountability and Reporting:

- Report fundraising results with validated data to the Executive Director and senior leadership, ensuring transparency and accountability.
- Implement and maintain an auditable process to trace the source of funds and their allocation.
- Regularly review and adjust fundraising strategies to ensure effectiveness and sustainability.

Perform additional related duties as requested.

Qualifications

- Bachelor's degree in nonprofit management, business, or related field (advanced degree preferred).
- 5+ years of fundraising and development experience; at least 2 years at a Director level or greater.
- Experience with fundraising techniques, particularly major gift fundraising and campaigns.
- Experience with nonprofit CRM software for donor management, campaign tracking, and reporting.
- Comfortable with public speaking and representing the organization on camera.
- Exceptional writing skills with the ability to create persuasive content tailored to different audiences, including donors, board members, and community partners.
- Skilled in navigating difficult conversations, problem-solving, and achieving collaborative team outcomes.
- Strong organizational ability to manage multiple fundraising initiatives simultaneously while maintaining a high level of attention to detail and meeting deadlines.
- Solid grounding in the fundamentals of Islam, and an understanding of the American Muslim community's unique cultural and social dynamics.

Benefits

Paid time off, healthcare (medical, dental, vision), 401K, tuition discounts for children at Orange Crescent School

How to Apply

Please email the following to job@isocmasjid.org :

- Cover Letter
- Resume
- Samples of previous campaign collateral (e.g. various media, internet links, etc.)

About ISOC

ISOC was established in 1976 and is the largest Muslim community center in Southern California, serving more than 10,000 Muslims throughout the area. ISOC offers a variety of services to the community, including educational, religious, youth, matrimonial, counseling, and funeral arrangements. For almost 50 years, ISOC has earned a prosperous reputation within the Muslim, interfaith, and broader communities.

Located in Garden Grove, California, in the heart of Orange County, ISOC is within commuting distance to most cities in Orange County and parts of Los Angeles County. The ISOC campus covers more than 5.2 acres and is also home to the Orange Crescent School (OCS).