



Development Coordinator

DarusSalam Seminary is seeking a Development Coordinator who will identify and steward major and minor gifts and grow donor relationships to provide benefit to DarusSalam.

Duties:

- Develops positive relations with donors to cultivate and solicit donations.
- Develops strategies to encourage new or increased contributions.
- Assists in planning, organizing and facilitating fundraising activities.
- Responds to donor inquiries.
- Schedules and delivers Khutbahs and presentations.
- Supervises donor and gift record-keeping.
- Coordinates development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Manages the pledge reminder and acknowledgement programs.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree required.
- Strong organizational and time management skills.
- Proven ability to interact effectively and communicate well.
- Energetic with the ability to multitask.
- Experience in fundraising.
- Must be available to travel at least 50% of the time domestically with occasional international travel.
- Phone solicitation to raise donations.
- Strong record keeping skills and basic writing skills.
- Proficient in Microsoft Office.
- Must be eligible to work in the United States.

Please email resume with three professional references to office@darussalamfoundation.org

DarusSalam Seminary

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