



**ZAKAT**  
FOUNDATION  
of AMERICA

*The Leader in Empowering Lives Through Zakat*

## Vacancy Announcement

Job Title:	<b>Donor Relations Assistant</b>
Department:	<b>Donor Relations Department</b>
Reports to:	<b>Chief Operating Officer, COO</b>
Location:	<b>HQ Office</b>

Zakat Foundation of America (ZFA) is an international charity organization that helps generous and caring people reach out to those in need. Our goal is to address immediate needs and ensure the self-reliance of the poorest people around the world with Zakat and Sadaqah dollars of privileged Muslims and the support of other generous donors.

The Donor Relations Assistant works closely with and reports to the Director of the Donor Relations Department on strategies for increasing donor relationships and gifts. This position spends time meeting with people, sharing the work of the mission, requesting for specific donations, thanking donors, entering data into the donor database, and helping coordinate planned giving to meet the organization's short- and long-term goals. The primary objective of the Donor Relations Assistant is to develop long-term relationships built on a firm understanding of the donor's philanthropic interest, passions, and values.

### Duties and Responsibilities

- Provide a practical and fulfilling inward/outward donor experience to supporters relating to events, campaigns, and donations via telephone, postal, and email.
- Maintain strong relationships and communications with supporters to meet the current and changing needs of the organization.
- Implement a timely and tailored gift acknowledgment; including generating acknowledgment letters & cards; providing information to support phone calls, and contacting donors to thank them and/or confirm gift information and recognition.
- Support the administrative office team with day-to-day office duties; answering telephone calls, printing copies, taking minutes, sending/receiving, shredding documents, and assisting with special projects.
- Provide administrative support to head of the Donor Relations Department, includes but not limited to database entry, donor visit coordination, sponsorship packet organization, and scheduling management with certain projects.
- Liaise with relevant team members to ensure compliance with statutory regulations concerning data protection.
- Work with the finance team to reconcile donor and finance records and ensure the accuracy of all contributed revenue recorded.
- Assists the Donor Relations department in implementing all fundraising initiatives and campaigns.

- Manages donor inquiries and communication as needed.
- Provide mailing and contact lists to other ZFA department staff, as required.
- Support ZFA team to achieve organizational objectives and targets.

*As a representative of Zakat Foundation of America, must assure honest, timely and responsible dealings in all meetings, interactions, travel and any other activity conducted as the ZFA. Must assure transparency and efficient communication at all times.*

### Requirements

- Bachelor's Degree in the field of business, or any other related field required
- Minimum 1-2 years of relevant work experience in the field of non-profit.
- Previous experience with Muslim-based charities a plus.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Experience with donor software is a plus.
- Knowledge of Arabic is desired.
- Computer skills: PC operating systems; Outlook / email; MS Word, and Google Drive.

### Environment

1. Head Quarters Office, Bridgeview Office. Candidate is required to work from office.
2. Position requires frequent and regular phone and computer use.
3. Workplace is smoke-free and drug-free environment.
4. Equal opportunity employer

How to apply: Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to [jobs@zakat.org](mailto:jobs@zakat.org). Only short-listed candidates will be contacted