



ZAKAT
FOUNDATION
of AMERICA

The Leader in Empowering Lives Through Zakat

Program Coordinator

Job Description

The Program Coordinator will be accountable to the Programs Manager; and oversees programs within their region of focus to ensure program and financial transparency and stewardship of donor funds. The coordinator will regularly communicate with Zakat Foundation of America offices, maintain relationships with partner organizations, follow up the logistics and budgets of ongoing and new programs, collect reports and data from the field, and provide regular updates for the program department, and other stakeholders.

Duties and Responsibilities

- Coordinate communication between the main office and all program partners, via phone & email, establish systematic and timely reporting, filing, dissemination of information, and analysis as needed.
- Ensure that periodic reports are regularly completed by program partners establishing strict deadlines and high-quality multimedia documentation from all partners.
- Streamline the procedure to process reports and multimedia so that they are disseminated to the public through Communications Department.
- Ensure and pursue strict financial transparency information from all projects by collecting and maintaining records of funds used, receipts, and audit information.
- Regularly communicate with the Programs Manager to provide program updates, evaluations and confer on program decisions.
- Organize, file, and keep detailed records of all programs on the server in appropriate folders.
- Create and manage database with active program contacts.
- Organize and manage seasonal programs including yearly analysis, planning, budget creation, implementation, and evaluation.
- Collect seasonal reports and photos from the field and donor reports to be synthesized for presentation to the Programs Manager.
- Carry out donor requests for aqeeqah and udhiya and coordinate donor updates
- Submit comprehensive reports of proposed annual budgets for ZFA overseas branch offices, project proposals, and background for potential new programs to Programs Manager.
- Participate in the designing and write-up of new proposals for funding
- Develop and maintain strong relations with a broad range of local leaders to encourage coordination and leverage capacities.
- Research and suggest opportunities that might be suitable for ZF program expansion.
- Recommend actions that would improve operational capacity.
- Recommend new partnerships to supplement program potential.



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Support Additional Responsibilities as Assigned by Supervisor

1. Program Knowledge Training

- Develop and deliver structured training sessions to enhance staff and volunteer understanding of organizational programs, goals, and strategies.
- Equip team members with knowledge of program implementation processes, impact measurement methods, and community engagement practices.
- Ensure training content aligns with current
- program objectives and addresses specific local needs.
- Promote a culture of continuous learning through regular training updates, knowledge-sharing sessions, and performance feedback.

2. Grant Research & Development

- Identify and research grant opportunities that support program priorities and strategic goals.
- Analyze donor trends and eligibility requirements to develop competitive and aligned proposals.
- Assist in drafting and submitting grant proposals in collaboration with the Programs Manager.
- Track grant submissions, reporting timelines, and ensure compliance with funding requirements.

3. Orphan Sponsorship Program

- Provide support to the Orphan Sponsorship Program as needed, including coordination, data management, and stakeholder communication.

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

Requirements

1. A Bachelor's Degree in a related field.
2. Minimum 3 year of program experience in a non-profit.
3. Ability to develop strong and comprehensive cultural diplomacy and sensibility in dealing with Zakat Foundation of America (ZF) program partners and supporters.
4. Experience in direct administration of programs and budgets.
5. Knowledge of programs and issues in the field of development preferred.
6. Exceptional ability to work independently as well as in a team setting.
7. Proficiency in Microsoft Office Suite, particularly Microsoft Excel



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Environment

1. Position requires frequent and regular phone and computer use.
2. Workplace is smoke-free and drug-free environment.
3. Equal opportunity employer