



**Ta'leef Collective**  
43170 Osgood Rd.  
Fremont, CA 94539  
www.taleefcollective.org  
info@taleefcollective.org  
(510) 445-1911

## Development & Finance Coordinator

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### About the Organization

Ta'leef Collective began as an outreach program in 2005 and was established as a 501c3 nonprofit organization in 2009. Out of our unwavering dedication to serving the youth, assisting newcomers to Islam and welcoming guests, a dynamic community has grown with locations in Fremont, CA, and Chicago, IL. Ta'leef provides the ideal experience for anyone curious to learn about Islam, and offers a safe and friendly environment for newcomers and old friends. Our mantra “come as you are, to Islam as it is” says it all.

### Position Summary

The **Development & Finance Coordinator** will be a self-motivated professional with the responsibility for managing financial transactions and donor gifts, and collaborating closely with development, operations, and our accounting firm. The successful candidate will be a person committed to and aligned with the mission and core values of Ta'leef. This position is located in Fremont, CA, and reports to the Operations Director.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage bank deposits and transfers between accounts
2. Coordinate transactional expenses and payables with the accounting firm; prepare spreadsheets for QuickBooks imports; print checks for signing
3. Manage and log receivables, including exports from financial platforms, and imports and gift processing to Blackbaud's eTapestry system
4. Maintain accurate donor and gift records including one-time gifts, pledges and pledge receivables, recurring donations, gift acknowledgments and annual tax receipts
5. Assist Management with weekly and monthly reporting for finance and development
6. Assist in the planning and implementing fundraising events and mailings
7. Assist with monthly, quarterly, and yearly reconciliation between accounts with accounting firm and Ta'leef management
8. Organize and maintain electronic and physical files

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## Competencies

- Effective communicator & collaborator
- Proven accuracy with financial management systems
- Proficiency with Word, Excel, email, QuickBooks, and Blackbaud eTapestry
- Personal effectiveness & reliability
- Results driven
- Detail oriented and organized

## Position Type/Expected Hours of Work

This is a full-time, non-exempt, hourly position (32-40 hours per week)

## Travel:

This position does not require travel, with infrequent exceptions. Some evening and weekend availability is expected, to support Ta'leef programs and events

## Required Education and Experience

- Associates Degree or Bachelor's Degree
- Two years of related experience with finance/accounting, fundraising operations, and donor communications in a nonprofit organization.

## Additional Eligibility Qualifications

- Extraordinary attention to detail and process.
- Excellent interpersonal and team work skills.
- Strong organization and time management skills.
- Experience with handling highly confidential information.
- Excellent written and verbal communication skills.
- Commitment to Ta'leef's core values.

*The above statements are intended to describe the general nature and level of work performed by a person assigned to this job description. They are not intended to be a complete list of all responsibilities, duties and skills required of personnel so classified. Duties and responsibilities may be added or changed as deemed appropriate by management at any time.*

## To Apply

To apply, email resume, cover letter, and references to [development@taleefcollective.org](mailto:development@taleefcollective.org)

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