



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

## Donor Relations & Major Gifts Officer

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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 Donor Relations & Major Gifts Officer is responsible to cultivate relationships with existing and new donors, grow major gifts and grants revenue, and oversee development operations. This individual must have a passion for Ta'leef's mission, donor stewardship, and gift solicitation. He/she will be responsible to maintain contact with Ta'leef donors, organize and launch local gatherings, house parties, and fundraising events, and ensure day-to-day gift processing and database management is carried out with excellence. He/she reports to the Executive Director, and works regularly with program staff and the Board Development Committee.

### Essential Functions

1. Grow a portfolio of major donors and community foundations through calls, private gatherings, face-to-face visits, and proposals for grants.
2. Plan and coordinate donor visits, house parties, and events collaborating closely with Ta'leef program directors, coordinators, and executive management.
3. Manage and grow the monthly donor program, collaborate to design and implement annual fundraising campaigns and events, and oversee call campaigns periodically.
4. Execute private and institutional foundation grant inquiries, applications, and proposals and maintain timely grant reports for existing grants.
5. Use qualitative and quantitative analysis to measure fundraising efficacy, produce forecast to actual reports, and evolve approach to meet fundraising goals.

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

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## Competencies

- Personal Effectiveness/Credibility
- Articulate and influential
- Excellent communicator, both verbal and written
- Self-starter and results driven
- Follows through on commitments

## Position Type/Expected Hours of Work

This is a full-time, salaried position with benefits. Availability on evenings and weekends is expected.

## Travel

At least 50% travel

## Required Education & Experience

- Bachelor's Degree in related field required
- Demonstrated success in donor relations, major gifts & non-profit fundraising required
- Familiarity with/ prior work experience in the American Muslim community preferred
- Marketing writing and marketing communications background or experience
- Passionate about philanthropic giving
- Grant writing experience a plus
- Must live in the Bay Area, or be willing to relocate

## Additional Eligibility Qualifications

- Highly developed interpersonal skills. Ability to meet people with ease
- Strong leadership, organization and time management skills
- Knowledge of marketing strategies and techniques
- Capacity and flexibility to get things done on time and at a high level quality
- Commitment to Ta'leef Collective core values

*The above statements are intended to describe the general nature and level of work to be performed within this job description and are not a complete list of all responsibilities, duties and skills required. Duties and responsibilities may be added or changed as 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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