



A World with Dignity, Liberty, and Justice

KARAMAH: Muslim Women Lawyers for Human Rights Job Description

Job Title: Director of Development
Reports To: Managing Director/President
FLSA Status: Exempt

Job Summary:

The Director of Development is responsible for the philanthropic activities of Karamah including all solicitations and grantsmanship. The Director is responsible for the public messages of Karamah and its image presentation to the public, especially in consideration of high net worth individuals that include government and foundation partners.

Essential Duties and Responsibilities (other duties may be assigned):

- Collaborate and interact closely with the President and Managing Director regarding strategic goals, board and community relations, and all philanthropic issues.
- Develop programs for donor development and management that include annual fundraising and volunteer engagement for the purpose of securing sufficient financial, in-kind, and other resources for Karamah.
- Lead implementation of fundraising, marketing, and volunteer activities to support planned growth and needs of the agency.
- Keep current on information and technology affecting functional area(s) in an effort to increase efficiency, innovation, and to ensure compliance. This includes research and opportunities for the agency to expand and increase resources.
- Develop, recommend, implement, and oversee the Annual Giving Strategy for General Gifts, which includes a marketing plan and prospect evaluation that meets the requirements of the agency and reflects professional fundraising standards.
- Oversee the grant writing function of the agency.
- Direct and supervise the marketing function of the agency.
- Manage budget and control expenses effectively for each assigned area of responsibility.
- Evaluate fundraising plans, activities and goals for the agency.

- Provide development-related reports, as determined by the Board of Directors, the CEO, and others within the agency.
- Design an endowment program.
- Perform other duties as assigned.
- Add to the emerging American and global reputation of Karamah.
- Maintain current knowledge of organizational policies and procedures.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

Competencies

To perform the job successfully, an individual should demonstrate professional competence (see General Competencies). The following competencies are especially critical:

- Problem Solving
- Teamwork
- Leadership
- Quality Management
- Diversity & Ethical Judgment
- Strategic Thinking
- Interdependence & Dependability
- Initiative & Innovation

QUALIFICATION REQUIREMENTS

EDUCATION AND/OR WORK EXPERIENCE:

Bachelors degree or other equivalent experience; five or more years of demonstrated success in non-profit fund development – this includes annual giving, planned giving, corporate and foundation relations, grants, marketing and budget management.

CFRE Certification strongly preferred.

Proven success in the identification, cultivation and solicitation of major donors.

Excellent team building and interpersonal communication skills, as well as a high level of energy, initiative, and creativity.

Proven skills as a supervisor and mentor in organizing, leading, managing, and evaluating staff in a complex environment.

High level of interpersonal skills to handle sensitive and confidential situations. Position requires demonstrated poise, tact and diplomacy. Exhibits professional manner in dealing with others and works to maintain constructive working relationships.

Ability to solve problems and deal with a variety of variables in situations.

Strong attention to detail and well-organized.

Must have flexible scheduling in order to work hours necessary to fulfill job requirements.

Excellent public speaking skills.

Experience with fundraising databases.

LANGUAGE SKILLS:

English required; Arabic and/or French helpful.

COMPUTER SKILLS:

Proficient in using search engines, MS Office and Suite of applications, especially Word, Excel spreadsheet and presentation technologies (including Power Point).

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and techniques associated with fundraising and grant writing, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of marketing and public relations. Other desired skills include cultural knowledge and language capabilities for target populations.

APPLICATION

Send letter of interest and resume to KHR@Karamah.org or fax to 202-234-7304.