



Director of Development

Muslim Advocates

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## About Muslim Advocates

Muslim Advocates is a national civil rights organization working in the courts, in the halls of power and in communities to halt bigotry in its tracks. We ensure that American Muslims have a seat at the table with expert representation so that all Americans may live free from hate and discrimination.

As experts with deep experience in the courtroom and powerful connections in Congress and Washington DC, Muslim Advocates is a thoughtful voice that ensures the concerns of American Muslims are heard by leaders at the highest levels of government. As a watchdog of justice, we use the courts to bring to task those who threaten the rights of American Muslims.

Muslim Advocate's team of legal advocates, policy experts and communications professionals:

- Counter anti-Muslim hate by challenging bigotry and hate crimes
- Empower communities by strengthening American Muslim charities and educating people about their legal rights
- Fight discrimination with high impact lawsuits against those who wrongfully target American Muslims

Muslim Advocates creates strategic coalitions inside and outside of government to tackle the most urgent issues facing the American Muslim community.

## Mission

Muslim Advocates envisions a world in which equality, liberty, and justice are guaranteed for all, regardless of faith, and in which the Muslim American legal community is vital to promoting and protecting these values. In pursuit of this vision, Muslim Advocates' mission is to promote equality, liberty, and justice for all by providing leadership through legal advocacy, policy engagement, and civic education, and by serving as a legal resource to promote the full and meaningful participation of Muslims in American public life.

## About the Position

The Director of Development will lead and manage all aspects of Muslim Advocate's fundraising activities to ensure the organization raises the annual and special funds needed to fulfill its vital mission. S/he will manage a growing team and collaborate closely with senior staff and board members. The Director of Development will be an integral part of the organization, serving as a member of the senior team and working closely with the Executive Director and the Development Committee of the Board of Directors.

Muslim Advocates relies on private philanthropy for its entire operating and program revenue. The current annual fundraising budget is \$4.3 million, and support comes from a combination of foundation, individual and corporate funders. Muslim Advocates is currently looking to strengthen its development structure and strategically grow its annual philanthropic revenue.

The Director of Development will report to the Executive Director.

## Key Responsibilities

- Evaluate the annual financial needs and budget of the organization
- Build a robust major gifts program that focuses on individual, foundation and corporate donor identification, cultivation, solicitation, stewardship and upgrading;

- Formulate and execute customized strategies to cultivate and solicit prospects and donors with an emphasis on face-to-face meetings;
- Direct strategic participation of key staff and board in development activities;
- Collaborate with team members and program staff to enhance all aspects of major gifts program;
- Identify donor funding opportunities and philanthropic goals that match Muslim Advocates programmatic priorities;
- Manage a portfolio of major donors and foundations;
- Remain current in programmatic activities to effectively engage donors;
- Work with staff to prepare and provide monthly, quarterly, and annual development status reports; and
- Manage a growing development team

## Key Qualifications

- 4-7 years of senior leadership experience including a demonstrated ability to manage and mentor diverse teams
- 5+ years of relevant experience in nonprofit philanthropic development
- Experience in social justice, civil rights, interfaith, and/or American Muslim nonprofits preferred
- Success in raising significant individual gifts (\$25K or more), corporate and foundation support
- Experience with upgrading donors and building a donor pipeline
- Adept at dealing with sensitive political and social situations
- Experience preparing budgets and producing reports (updates and projections)
- Willing and able to travel approximately 30 percent of the time
- A demonstrated interest and commitment to the mission of Muslim Advocates
- A Bachelor's degree

Muslim Advocates offers a generous and competitive salary and benefits package, commensurate with experience.

Muslim Advocates is committed to recruiting, hiring and supporting a diverse staff and welcomes applicants of all gender, sexuality, religious, ethnic, racial and cultural identities. Job applicants and current employees are evaluated solely on their ability, experience, and the requirements of the job.

Please email your cover letter and resume in confidence to:

[MuslimAdvocatesDOD@developmentguild.com](mailto:MuslimAdvocatesDOD@developmentguild.com)

### **Kieran McTague**

**VICE PRESIDENT**

Development Guild DDI

For more information about Muslim Advocates, please visit [www.muslimadvocates.org](http://www.muslimadvocates.org)

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### **About Development Guild DDI**

Development Guild DDI is a nonprofit leadership development consulting firm that provides executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

