

**Job Title:** Fundraising Manager  
**Hours:** Full-Time  
**Contract Duration:** 1 year (renewable)  
**Employer:** Birmingham Islamic Society (BIS)  
**Location:** 2524 Hackberry Lane Hoover, AL 35226  
**Responsible to:** BIS Board  
**Contact:** Aryn.pabany@bisweb.org  
**Reference:** BIS Fundraising Committee  
**Salary:** Dependent upon experience (TBA)  
**Start Date:** ASAP

## Overview

Birmingham Islamic Society (BIS) is seeking a dynamic and experienced Fundraising Manager to lead and manage fundraising efforts for the redevelopment, maintenance, and operations of BIS facilities, as well as its spiritual, social, and youth programs. The role requires generating \$8 million in the next four years.

Reporting to the BIS Fundraising Sub-Committee, you will coordinate all fundraising activities related to the redevelopment project and support the BIS Board in achieving the organization's financial and strategic objectives.

The ideal candidate should have at least 3 years of experience in fundraising management with Muslim USA-registered charities.

## Specific Duties

### Main Responsibilities:

- Lead and manage BIS's Project Rebuild and Operations fundraising campaign.
- Develop and implement effective fundraising strategies.
- Identify and organize new fundraising activities and events to meet yearly personal targets in alignment with the organization's fundraising plan.
- Collaborate with various committees to create project work plans with clear, measurable outcomes.
- Manage budgets for fundraising campaigns and events, ensuring efficient and effective use of funds.
- Deliver presentations to stakeholders and potential supporters to raise awareness and secure contributions.
- Build and maintain relationships with high-net-worth individuals, local companies, and community organizations to generate funds.
- Recruit, manage, and inspire a team of volunteers to support fundraising efforts.
- Coordinate local and national fundraising campaigns and events.
- Engage with masajid, schools, and relevant associations across the country to raise funds and awareness.
- Attend networking and promotional events on behalf of BIS.

- Pursue sponsorship and partnership opportunities with local and national organizations to raise funds and increase visibility.
- Represent BIS in media appearances during fundraising campaigns.
- Ensure administrative tasks related to fundraising are completed efficiently.
- Provide leadership and motivation to community members and volunteers involved in fundraising, driving the achievement of ambitious goals.
- Produce progress reports for the BIS Board.
- Stay updated on BIS fundraising policies and best practices.
- Develop innovative approaches to engage donors and drive fundraising success.
- Ensure all materials and resources for fundraising activities are available and managed effectively.
- Maintain accurate records of fundraising activities and results.
- Support donation processing systems to optimize fundraising operations, including managing regular donations, single contributions, and pledge follow-ups.

### **General Duties and Expectations:**

- A minimum of 3 years' experience as a Fundraising Manager with Muslim USA-registered charities.
- Bachelor's degree or higher.
- Proficiency in written and spoken English.
- Strong IT skills, including proficiency in MS Office for reporting, emails, and presentations.
- Valid USA passport.
- Strong interpersonal and communication skills, with a focus on kindness and professionalism.
- Proficiency in additional languages such as Arabic, Urdu, Hindi, or Bangla is preferred.
- Willingness to perform other duties as assigned by BIS in line with the role.
- Participation in staff and management meetings as required.

This role offers a unique opportunity to make a lasting impact on BIS's future development and sustainability while working within a supportive, community-focused organization.