

Job Title	<i>Community Outreach & Development Manager – Part Time Non-Exempt (20 hours/week)</i>
Reports to	<i>Director of Operations and Executive Director</i>

Job Purpose:

The purpose of this role is to fulfill duties essential to the execution of the organization’s community outreach and development, which are essential to our mission. This includes managing and leading the center's outreach efforts and driving development initiatives of a non-profit community health center, training, and research institute at the forefront of advancing the professional practice of spiritually integrated behavioral health practices. The ideal candidate will be a strategic visionary with operational acumen and a passion for community engagement, exhibiting exceptional organizational skills, attention to detail, and dedication to the organization's mission and goals.

Duties and Responsibilities:

The following are the primary responsibilities for this position. These are not exclusive or all-inclusive. Other duties may be required and assigned. During your shift, not to exceed 8 hours per day, you will be responsible for the following responsibilities:

- Develop and implement a comprehensive development strategy, including fundraising, grant writing, events, and donor management.
- Cultivate and maintain relationships with new and existing donors, sponsors, and stakeholders.
- Develop and implement a strategic plan to increase funding from individual donors, corporate sponsors, and foundations.
- Maintain accurate records of fundraising activities and donor contributions.
- Oversee the planning and execution of fundraising events and campaigns to meet financial targets.
- Lead grant research, proposal writing, and reporting requirements.
- Represent the organization at community events, networking functions, and public meetings to enhance the organization's community profile.
- Build and maintain relationships with local mosques, community centers, educational institutions, and other relevant organizations.
- Act as a liaison between the organization and the community, addressing concerns, gathering feedback, and ensuring community needs are met.
- Collaborate with local businesses, government agencies, and other organizations to develop partnerships that support the organization's goals.
- Manage and nurture existing partnerships, ensuring mutual benefits and sustained collaboration.
- Spearhead community outreach initiatives that align with the organization's mission, including volunteer recruitment and program promotion.
- Collaborate with the marketing team to develop marketing materials and communications strategies to engage the community and promote the organization's services and successes.
- Ensure effective use of social media and other digital platforms for outreach and development purposes.
- Prepare regular reports on development and outreach activities for the Executive Director and Board of Directors.
- Perform all other tasks as assigned.

Qualifications and Skills:

Required

- € Bachelor's degree in Business Administration, Healthcare Administration, Non-Profit Management, or a related field.
- € A minimum of 5 years of leadership experience in community outreach and fundraising within a non-profit or healthcare setting.
- € Demonstrated success in building partnerships, managing teams, and leading community initiatives.
- € Strong strategic planning, financial management, and organizational skills.
- € Exceptional communication and interpersonal abilities, with a talent for public speaking and relationship building.
- € Proficiency in using technology and donor management systems to support operations and development efforts.
- € Experience with grant writing and management.
- € Knowledge of community health issues and experience working with diverse populations.
- € Skills in marketing and communications, including developing strategies to promote the organization.
- € Familiarity with Islamic theology, customs, rituals, and rules.
- € Must be willing to successfully complete and pass a comprehensive background screening check.

Preferred

- € Master's degree in Business Administration, Healthcare Administration, Non-Profit Management, or a related field.
- € Knowledge of the mental health sector and a commitment to advocating for mental health awareness and support preferred.

Working Conditions:

- Professional office setting, relaxed business/Islamic attire (culturally attuned to Islamic work context).
- € Working in office.
- Routinely use standard office equipment such as computers, phones, etc.

Compensation:

- \$65/hour
- This position is non-exempt and part time and is not eligible for KC benefits.

How to Apply

Interested candidates should apply via our website. Please visit www.khalilcenter.com and complete the online application. Be sure to include your resume and a cover letter detailing your relevant experience and why you are interested in this position.

Applications without a cover letter will not be accepted.

Application Deadline:	August 15, 2024
Start Date:	September 1, 2024
Approved by:	HR Manager

Equal Employment Opportunity

Khalil Center is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, age, citizenship, color, religion, sex, marital status, national origin, disability status, gender identity or expression, protected veteran status, or any other characteristic protected by law.

Applicants applying for roles in the United States must be currently authorized to work in the United States on a full-time basis. Khalil Center will not sponsor applicants either now or in the future for any open role at our organization.