KHALIL CENTER
A ZAKAT FOUNDATION PROJECT

Job Title	*Ramadan Marketing & Outreach Fellow – Part Time (25 hours/week)*
Reports to	*Director of Development*
Term	*6-month fellowship, November 15, 2026, through May 15, 2027*

Job Purpose:

Khalil Center is hiring a Ramadan Marketing & Outreach Fellow for a 6-month fellowship that brings marketing and community outreach together. The Fellow supports our Ramadan digital campaigns, writes segmented donor newsletters, and owns masjid partnerships for Ramadan fundraising, from the first outreach email to representing Khalil Center in person at taraweeh and Jumu'ah.

Duties and Responsibilities:

The following are the primary day-to-day 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:

Digital Campaigns and Donor Communications:

- Write and produce curated Ramadan email newsletters, segmented by donor location and audience, covering campaign progress, program updates and Khalil Center's vision.
- Write copy for print materials, including the pre-Ramadan donor mailer, flyers and event handouts.
- Support our digital campaigns with content for social media, LaunchGood and paid posts.
- Track email and giving results, and refine messaging based on what performs.

Masjid Outreach and Partnerships:

- Lead proactive, high-volume outreach to Chicagoland masjids, and remotely to masjids in New York and the Bay Area, to secure Ramadan fundraising opportunities, including taraweeh appeals, Jumu'ah appeals and in-person tabling.
- Own all correspondence with masjid leadership and administrators: outreach, follow-up, scheduling, confirmation and event planning.
- Maintain the masjid pipeline in the CRM with accurate contacts, status and outcomes.
- Send thank-you notes and results to partner masjids after each event.

Ramadan Fundraising Event:

- Prepare and bring event materials: banners, flyers, QR codes, pledge cards and giving devices.
- Set up, staff and break down fundraising tables and appeals at Chicagoland masjids during Ramadan, and remotely coordinate materials, speakers and logistics for New York and Bay Area events.
- Engage community members, communicate Khalil Center's mission and value, answer questions about our services and role in the community, and solicit donations.
- Record gifts, pledges and new contacts accurately, and follow up promptly.

Campaign Support:

- Support donor calling, staff peer-to-peer fundraising and post-Ramadan donor stewardship as needed.
- Provide periodic status updates and a final campaign performance report.

Other:

- Perform all other tasks as assigned.

Qualifications and Skills:

Required

- Excellent, versatile writing: able to adapt voice and format across email, print, digital and in-person settings.
- Strong interpersonal, persuasive and sales communication skills; confident approaching community members and asking for donations.
- Persistent, organized follow-through across many conversations and deadlines at once.
- Familiarity with masjid culture and Muslim community life, and an understanding of mental health needs and stigma in Muslim communities.
- Availability for evenings and weekends during Ramadan, and reliable transportation to events across Chicagoland.
- Proficiency with Google Workspace or Microsoft Office.
- Must be willing to successfully complete and pass a comprehensive background screening check.

Preferred

- Bachelor's Degree in Marketing, Communications, Public Relations, or a related field preferred (or equivalent experience).
- Experience in fundraising, sales, marketing, community organizing, or MSA or masjid leadership.
- Experience with an email marketing platform or CRM.
- Basic design skills (Canva or similar).
- Existing relationships with masjids in Chicagoland, New York or the Bay Area.
- Interest in Muslim mental health or the nonprofit sector.

Working Conditions:

- Professional office setting, relaxed business/Islamic attire (culturally attuned to Islamic work context).
- This is a hybrid and partially remote position, based at the headquarters in Lombard, IL office, with in-person events at Chicagoland masjids.
- Flexible schedule; evenings and weekends required during Ramadan (about Feb 8 – Mar 9, 2027)
- Routinely use standard office equipment such as computers, phones, etc.

Compensation:

- $22.50/hour
- This position is an independent contractor position and is not eligible for employee 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:	*October 31, 2026*
Start Date:	*November 15, 2026*

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 this independent contractor opportunity must be currently authorized to work in the United States. Khalil Center does not sponsor work authorization or employment visas for contractor engagements.