



Development Director

The Islamic Society of Greater Houston (ISGH) is the largest Islamic organization in Texas and has been serving a growing Muslim community in the greater Houston area for over 50 years through prayer, programs and practice. We manage 20+ mosques, 6 full-time Islamic Schools, 5 free health clinics, distribute nearly 2 million in zakat and sadaqah, and facilitate marriage and funeral services. ISGH has an immediate opening for the position of Development Director. Reporting to the Executive Body, the Development Director builds relationships with donors and works to develop brand awareness for ISGH's host of services.

- **Job Title:** Development Director
- **Employment Type:** Full-Time
- **Effective:** Immediate
- **Reports To:** Executive Body of ISGH

Qualifications

- Bachelor's degree with 3+ experience in related field; Bachelor's preferred.
- Experience in non-profit management, donor management, fundraising, and branding.
- Ability to establish and cultivate relationships with stakeholders.
- Excellent communication skills in English (public speaking, written, interpersonal).
- Strong computer skills including proficiency in Microsoft Office and Google Suite.
- Work well under pressure and able to handle multiple tasks under deadline.
- Awareness of various cultural communities within the Muslim community is a plus.

Essential Responsibilities

- Research grant opportunities, fundraising strategies and donor management techniques.
- Generate leads for individual, corporate and organizational donors and sponsorships.
- Prepare materials to keep donors informed and engaged.
- Develop processes to ensure pledge payment follow-through.
- Plan all major fundraising events including Ramadan drives and annual fundraising dinners.
- Work with other departments to ensure on-going communication.
- Responsibilities are subject to change as required by the ISGH Executive Body.

Qualified candidates should send their resumes with a cover letter to jobs@isgh.org
