



## ZAYTUNA COLLEGE

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|-----------------------------|---------------------|
| <b>Job Title:</b>           | Head of Advancement |
| <b>Department:</b>          | Administration      |
| <b>Reporting To:</b>        | Head of Operations  |
| <b>FLSA Classification:</b> | Exempt              |
| <b>Job Category:</b>        | Regular, Full-Time  |
| <b>Location:</b>            | Berkeley, CA        |

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### **ABOUT ZAYTUNA COLLEGE**

Zaytuna College is America's first accredited Muslim liberal arts college that offers a Bachelor of Arts degree in Islamic Law and Theology, as well as a six-week Summer Arabic Intensive program that fulfills the (Arabic) language prerequisite for incoming freshmen. The College aims to restore the centrality of the pursuit of knowledge among Muslims that has always been the hallmark of Islamic tradition. The primary mission of the College is "to educate and prepare morally committed professionals, intellectuals, and spiritual leaders, who are grounded in the Islamic scholarly tradition and conversant with the cultural currents and critical ideas shaping modern society." A central goal of the College is to reintegrate the once vital and influential voice of Muslim thought and erudition back into the ongoing Western Conversation of Great Ideas within the context of our new globalized society informed largely by shifting Western values.

### **THE POSITION**

Working closely with the Head of Operations, the Head of Advancement will design a comprehensive strategic annual growth plan for Zaytuna College. As such, the Head of Advancement should understand the mission and values of Zaytuna College and have the ability to effectively support and communicate them, especially to external audiences. This position will represent Zaytuna College with leading benefactors and close leadership level philanthropic gifts in support of Zaytuna's fundraising priorities.

The Head of Advancement will be responsible for the supervision, training, and coaching of the entire Advancement Office to meet institutional fundraising goals that will exceed \$15M annually. The Head of Advancement will work closely with the Board of Trustees, President, Provost and Director of Finance of Zaytuna College.

### **ESSENTIAL FUNCTIONS**

The Head of Advancement is responsible for creating and implementing short-term and long-term strategies and goals to identify, cultivate, solicit, and steward major donor prospects and donors for

annual and special campaign gifts. 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.

### **Advancement Program**

1. Serve as a lead advancement professional responsible for the identification, cultivation, solicitation, and stewardship of major gift level prospective donors
2. Initiate contacts with potential leadership and major gift donors
3. Develop appropriate cultivation strategies, including working with volunteers
4. In an appropriate and timely fashion, solicit from potential donors and moves toward closure
5. Develop and direct methods to increase donor engagement and retention
6. Maintain stewardship contacts with donors
7. Oversee and direct major fundraising events
8. Lead comprehensive campaign planning and execution.

### **Donor Relations, Stewardship and Annual Giving (12K) Programs**

1. Develop and manage the Zaytuna College Advisory Board – \$250K+ Club
2. Conceptualize, develop and re-launch and manage the 12,000 Strong (annual giving) program for the College to meet agreed upon goals.

### **Develop and Direct Host Committees in Key Markets**

1. Create, establish, and evaluate methods for building/maintaining prospect and volunteer constituencies
2. Identify, recruit, and direct the activities of high level donors.

### **Office of Advancement – Business Management**

1. Ensure appropriate systems and processes are in place for executing the department's strategies
2. Ensure reasonable scalability to improvements
3. Establish a continuous improvement effort in the systems and processes that focus on best practices in order to enhance efficiencies and effectiveness
4. Staff management and development for the Office of Advancement team members.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education/Certification**

- A bachelor's degree is required
- MA degree in a related field such as business, sales, higher education administration, philosophy, or theology is preferred

## **Experience**

- Minimum of ten years of progressively successful advancement experience with a track record of building comprehensive fundraising programs and plans that achieve results
- Strong record of fundraising leadership and achievement
- Success identifying and securing individual, foundation and corporate support
- Strong supervisory experience that demonstrates the ability to lead, coach, and develop staff
- Experience with on-line fundraising and social media

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- A self-starter who seeks and seizes opportunity
- Outstanding relationship building and collaboration skills to work with a diverse constituency
- Knowledge of best practices and the ability to apply them in innovative ways
- Excellent leadership skills with the ability to make well-reasoned decisions for the best interest of the College
- Strong verbal and written communication skills, including public speaking, negotiations and effective communications with diverse audiences
- Strong strategic thinking with the ability to implement and motivate people to participate
- Excellent project management skills with the ability to manage multiple projects and able to manage the required workload with integrity, diligence, accuracy, and attention to detail
- Ability to accurately and efficiently perform required computerized tasks, with the ability to learn new technology quickly
- Cultural fit.

## **WORKING CONDITIONS**

### **Supervisory Responsibility**

This position is required to manage the Advancement Office as well as volunteers in the field.

### **Work Environment**

This job operates in an office setting and professional office environment when not traveling. The job routinely uses technology, including computers, microphones, telecommunications systems, desk phones, cell phones, Smart phones, and copiers but is not limited to only these devices and systems.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to speak and hear. The employee is also required to walk, stand, and sit for extended periods of time and to have sufficient hand, arm, and finger dexterity to operate a computer keyboard and other office equipment. Must be able to transport materials to and from the airport weighing up to 70 lbs.

**Position Type/Expected Hours of Work**

This position requires many evening and weekend engagements as well as extensive travel.

**Travel**

This position requires 30-50% travel time; frequent out-of-the area and overnight travel can be expected, including weekends and holidays.

**TO APPLY**

Visit <https://www.zaytuna.edu/about/employment/>

*Zaytuna College is an equal opportunity employer*