



FUNDRAISING COORDINATOR, FRIENDS OF RIDHWAN

Rev. November 2024

Location: Remote, with option to work at the Berkeley, CA office if desired. May be required to travel to the office 1-3 times per year for staff meetings. Pacific, Mountain, Central, or Eastern time zones preferred. Meetings and business operations generally revolve around Pacific time, but care is taken to recognize our colleagues in different time zones.

Type of Position: Non-exempt, 25 hours per week.

To Apply: Please submit a resume and brief letter of interest to officemgr@ridhwan.org prior to November 27, 2024. *Note: If the candidate proceeds to the final round of interviews, recent professional references will be required.*

The Ridhwan Foundation has a "camera first" culture within the organization and prefers that participants enable their video during meetings. We expect that the employee will engage in work activities *solely on behalf* of the Ridhwan Foundation during the agreed upon weekly work schedule and hours of collaboration.

PURPOSE

The Ridhwan Foundation is a Berkeley, CA based nonprofit religious association that supports the work of the contemporary spiritual path known as the Diamond Approach (www.diamondapproach.org) and the worldwide Ridhwan School. Most staff work remotely, with a few exceptions.

The Fundraising Coordinator works under the supervision of the Executive Director and is the lead staff member supporting the Friends of Ridhwan Board. This position attends and coordinates all Friends of Ridhwan (FOR) board meetings and manages all fundraising and donation activities within the organization. This role includes exposure to confidential information and requires considerable use of tact, discretion, and diplomacy. The successful candidate will be comfortable working alone and as a self-starter as they help the organization hone its fundraising activities.

This fundraising role is unique in that the spiritual teachings of the Diamond Approach and the mission of the school require a different approach and orientation to fundraising than may be seen in other non-profits.

ESSENTIAL JOB FUNCTIONS

Fundraising Management:

- Plan, manage, and coordinate the annual End of Year ("EOY") appeal campaign. This includes being the liaison between the Graphic Designer, Executive Director, FOR Board Members, Content Consultants, Communication Team and Web Team. Other tasks may include constructing and maintaining the timeline of the campaign, organizing printing

and physical mailings, maintaining documentation and forms, and tracking the results of the campaign.

- Serve as key point of contact and communication with teachers, staff, students, volunteers, and consultants on all aspects of the fundraising program.
- Manage legal, compliance, and insurance issues.
- Communicate with donors regarding legacy giving or special project funding.
- Manage all donor restricted funds and maintain the process for creating new funds, including scholarships.
- Manage the annual donor acknowledgement process.
- Support the implementation and management of Salesforce donor database.
- Plan, manage, and coordinate the creation of the Annual Report for 2024. This involves acquiring content from multiple parties and coordinating with the Graphic Designer, Communications Team and other stakeholders to plan the design and release of the report. This task will transition to the Communications Team in future years.

Fundraising Administration:

- Execute ongoing administrative work such as maintaining records of donors and funds, tracking scholarships and grants, tracking donations ensure appropriate designation of accounts, preparing tax filings, legal tax documents, and website communication and other assigned duties.
- Administer monthly donor program. Troubleshoot website donation issues.
- Communicate and train Group Administrators on FOR procedures and best fundraising practices in accordance with the values of the school.
- Update website fundraising pages.

Administrative support for Friends of Ridhwan (FOR) Board of Directors:

- Provide administrative support to the Board by creating and managing the FOR board meeting agendas, taking meeting minutes, creating action items and post meeting follow-up notes, coordinating communication to schedule meetings, and gathering and distributing all supporting documents needed for the meeting. There are approximately 4 meetings per year.
- Support the FOR and Ridhwan Foundation Boards by preparing various financial reports, the 3-year fundraising plan, updates on planning and strategy, the annual report, and collecting and reporting various performance metrics, including data analysis.

PREFERRED QUALIFICATIONS

- Bachelor's degree or equivalent work experience
- Relevant experience in a fundraising role within a spiritual organization or other nonprofit.
- Familiarity or interest in spiritual or personal growth paths and organizations is preferred, but not required.
- Strong communication and interpersonal skills, experience managing

relationships with donors and other key stakeholders.

- Excellent written and verbal presentation skills; should be comfortable with public speaking and presenting via Zoom in board meetings.
- Self-starter with the ability to prioritize and re-prioritize work, as needed.
- Strong administrative, project management, and accounting skills.
- Ability to manage project scope by assessing requirements changes, determining outcomes, and conveying impact on budget, timeline, and potential risks.
- Experience working with a Board of Directors.
- Ability to identify issues and problems, generate solutions and recommend appropriate alternatives.
- Ability to work effectively in collaboration with diverse groups of people, including those that might have a range of experience in finance or fundraising.
- Experience engaging volunteers and providing support and guidance for their work, as needed.
- superior communicator who shares information readily and concisely, listens well.
- Experience in budget development, analysis, and administration.
- Experience in database management (currently use CiviCRM, but will be transitioning to Salesforce in 2025), solid skills using various technology platforms including all Office365 tools (Excel, Word, PowerPoint, SharePoint, Outlook, etc.), Dropbox, Slack, Adobe Acrobat Pro, and project management software.
- Basic Salesforce experience

COMPENSATION AND BENEFITS

\$40.96/hour

The Ridhwan Foundation offers pro-rated vacation, holiday leave, and sick time for employees who work an average 20 hours/week or more. This position offers vacation time accrued at a rate of 1 hour per 13 hours worked, 40 hours per year of sick time, and 8 paid holidays per year (paid at 4 hours per holiday). Additionally, the offices are closed for the week between Christmas and New Year's Day. Staff are paid their regularly scheduled hours during this closure. This position is also eligible to participate in the Foundation's 403b retirement savings plan.

The Foundation does not provide healthcare benefit plans. The above compensation includes a stipend of \$6.32 per hour in lieu of medical plan coverage. If at any time the Foundation decides to offer health care coverage, the stipend will be removed.

The Ridhwan Foundation is an Equal Opportunity Employer (EEO).