

JOB TITLE: Assistant Executive Director/ Teacher

ORGANIZATION: ZAM's Hope Community Resource Center

HOURS: 20-25 hours in-office, remaining duties can be completed outside the office

SALARY: \$36,000

QUALIFICATIONS and PROFESSIONAL EXPERIENCE:

- 3-plus years of development experience with a proven record of results.
- Ability to emphasize and communicate with people from all walks of life.
- Exceptional written and oral communication skills.
- Well-organized self-starter who has the ability to manage several projects at once.
- Demonstrated ability to perform as an effective member of a team
- Bachelor's degree required, advanced degree preferred in education and/or social science or the equivalent combination of education, training and experience from which comparable skills can be acquired.
- A history of volunteerism.
- Committed, enthusiastic, perseverant.
- Must be proficient in word processing internet usage.
- Must have knowledge of general management practices.
- Must be empathic, open-minded, and sensitive to needs in the community.

JOB DESCRIPTION:

The Assistant Executive Director works closely with Executive Director to raise money annually from individuals, foundation, corporations, Mosques and churches. The job includes establishing and maintaining relationships with individual donors, foundations, corporations, Mosques and churches as well as researching, writing proposals, and reporting results to funders.

A second major focus of the job is teaching community programs staff to do the development process for their own programs through scheduled workshops. This is both a personally rewarding aspect of the position for the Director and provides true stories that motivate major donors.

A third major focus is the afterschool program. The Assistant Executive Director will help children with their homework, run educational and recreational activities, and coordinate youth workshops. The teacher must be able to create lesson plans, organize children and parent events, and meetings. The teacher is also in charge of managing the City of Chicago afterschool program database,

Major Areas of Responsibility

- Establish and lead implementation of innovative fund raising plan/goals and timelines annually in partnerships with the President.
- Establish and maintain relationships with supporters and board members.
- Manage and coordinate the fundraising for ZAM's Hope with major donors, individuals, board members, corporations, foundations, Mosques and churches.
- Manage external communications including web site, newsletters, annual report, appeals and one major annual event.
- Prepare grant applications with input from staff.
- Manage and maintain the development database.
- Plan, organize, direct, and coordinate ongoing and special project funding programs for ZAM's Hope in partnership with the Executive Director and board as necessary.
- Responsible for performance of operational activities to ZAM's Hope staff and volunteers, and is expected to monitor, evaluate, and act as technical advisor on management and program matters.
- Must possess ability to interpret and understand community needs and problems and work cooperatively with clients to resolve issues.
- Produce written documents in the English language using proper sentence structure, grammar, spelling, and punctuation.
- Managing the annual and general alumni solicitations for the center's direct mail fundraising program, this includes working with Executive Director to develop annual theme and letters for annual solicitation program, supervising all components of each mailing, working with vendor/donors/volunteers to integrate telemarketing and direct mail campaigns, and overseeing data management.
- Managing the firm and corporate visit program (8-10 visits/year), this includes but is not limited to contacting firm representatives to schedule visits, assisting in preparing the Executive Director's presentation, developing information packets for the attendees, and managing meeting logistics and any necessary follow-up.
- Planning and implementing 4 educational workshops.
- Recruiting and managing 20-30 community members (volunteer solicitors), guiding them, and assigning and/or accompanying them on major project as appropriate.
- Managing and supervise 7 part-time staff and 4 volunteers.
- Creating personalized letters for the top 10-20% potential donors.
- Identifying and personally soliciting prospects for gifts of \$500 or more.
- Developing strategies for giving and participation campaigns, including mail, phone and e-mail.
- Assisting students with fundraising strategies, creation of letters, pledge cards and web pages, and fundraising events.
- Overseeing gift counting, processing and reporting.
- Participating in planning meetings, accepting special assignments, assisting colleagues and providing support for all ongoing programs and operations as needed.
- Provide homework help and tutoring, taking daily attendance, daily reporting, providing reading and mathematics activities, arranging and giving Parents/Youth

Meetings, making copies of students report cards and progress reports cards. The ZAM's Hope After-School program is a City/State Funded Program; candidate will be responsible to fulfill the city/state's requirements (as listed above) for our program.

- Performing other related duties as required or assigned.

SPECIAL SKILLS REQUIRED:

Ability to work successfully with people of diverse backgrounds, especially age, economic and ethnic. Bilingual and bi-cultural ability in Urdu/Hindi is desired.

Please email your resume and a cover letter to zehra_zamshope@yahoo.com for consideration.