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## Director of Development Job Description

*Park51 is the Muslim Showcase in New York, the heart of America, promoting our cultural growth through diverse programs and an authentic understanding of the nation's Muslims.*

The **purpose** of the Director of Development is to bolster Park51's service portfolio by providing the tools and mechanics for sustainable growth through finances and marketing.

### Responsibilities

- **Title:** Director of Development
- **Position Classification:** Full-time, exempt
- **Role/Responsibilities**
  - Regular filling out of weekly evaluation form
  - Leading and growing all *auxiliary* tools and mechanisms for the success of programs at Park51. May advise core program articulation, but has no authority over program direction.
    - Managing an excellent website featuring multimedia, with consistently growing traffic
    - Networking with people to invite to small professional, cost-effective fundraisers for programs, which are also managed by the director
    - The creation or oversight of all presentations, brochures, cards, branding material, and publication formatting
    - All other legitimate means to fulfilling marketing and funding goals
  - Assisting programs when available by hosting Showcase presentations to audience
  - Assistance in the managing of finances and accounting
    - Upkeep of Excel and QuickBooks.
    - Submitting monthly budgets and ensuring financial income targets
  - Supporting the excellence of affiliate organization, PrayerSpace

### Requirement

- The proven ability to perform responsibilities with excellence.
- 1 year of prior work experience
- Flexible, team-oriented, and possessing a willingness to adapt for the furthering of the organization's mission
- Working knowledge/passion for Islam, Muslims, and American Studies
- Sociable, friendly, and proactive

### Compensation:

- \$42-52k annual pro-rated depending on qualifications. Negotiable.
  - Subject to taxes and deductions required by the law and the policies of Park51.

### To Apply

- Please submit a CV, cover letter, writing sample of 500 words, as well as samples of your design work (previous brochures, websites, clips of presentations, etc.) to [hr@park51.org](mailto:hr@park51.org) by May 18<sup>th</sup>. Those looking for tips on good writing may read George Orwell's *Politics and the English Language*.