



## **AMCF Nonprofit Social Impact Fellow**

### **About AMCF**

Founded in 2016, American Muslim Community Foundation (AMCF) is an innovative and award-winning national community foundation dedicated to creating Donor Advised Funds, giving circles & building endowments for the American Muslim community. AMCF also works to engage with American Muslim and ally nonprofits across the country, uplifting their work through trainings, social media & podcast features and capacity-building initiatives. AMCF has distributed more than \$19,000,000 to over 800 nonprofits supporting a wide range of issues, including education, social justice, humanitarian relief, health, civic engagement, community-building and much more. AMCF's vision is to lead sustainable & strategic Muslim philanthropy for today and future generations. To learn more, please visit our website at <https://amuslimcf.org/>.

### **Nonprofit Social Impact Fellow**

AMCF is looking for a motivated, self-driven, detail-oriented Nonprofit Social Impact Fellow to support AMCF in the management and development of its nonprofit work. The role of the Fellow will be two-fold. First, the Fellow will assist in nonprofit record data entry and management and help create a dynamic nonprofit directory to better facilitate AMCF's donor and community engagement. Second, the Fellow will support in AMCF's nonprofit capacity-building and engagement initiatives, including coordination of nonprofit features, webinars, trainings and other programs. The Fellow will report to the Director of Nonprofits.

### **Tasks:**

- Programmatic & Administrative Assistance
  - Support in the coordination of nonprofit programming such as webinars, trainings and conferences, including communication with potential speakers, assisting with program promotion, organizing program content, and assisting with other logistics, preparation and follow up

- Develop and maintain ongoing relationships with with nonprofit organizations, including creating ways to spotlight the work of organizations to promote donor interest
- Assist with vetting nonprofit organizations and donor grant processing when needed as well as special funding projects
- Complete other tasks as needed to support AMCF's Director of Nonprofits
- Dynamic Nonprofit Directory
  - Add labels on nonprofit records to reflect characteristics such as nonprofit area of programming, size and geographic reach
  - Collaborate with AMCF's team to design and implement a dynamic nonprofit directory (WordPress and API experience helpful)
- Nonprofit Data Entry and Management
  - Update existing nonprofit records in online system by merging duplicate records, updating contact information, checking 501c3 status, reviewing historical data in records, etc.
  - Add new nonprofits to online system (CRM) (Blackbaud or any other CRM experience helpful)
  - Review historical giving to nonprofits and update records
  - Follow up with aging grant disbursements and troubleshoot errors
  - Other tasks related to data entry and management for AMCF's nonprofit records

**Capstone Project:** The fellow would also work towards a capstone project that is research- or development-related to answer a pertinent question in the Muslim philanthropy space. The specifics of the project to be determined mutually between the fellow and AMCF team with close collaboration with the Director of Nonprofits.

### **Minimum Requirements**

- BS/BA required; graduate degree or pursuing a plus
- Commitment to AMCF's mission and values
- Experience working with board members, nonprofit organizations, and donors.
- Strong work ethic, reliable and detail-oriented
- Excellent written, verbal and interpersonal communication skills.
- Demonstrated ability to work both independently and on a team.
- Demonstrated excellence in organizational, managerial skills
- Demonstrated innovative strategic thinking and planning skills.
- Time management and flexibility with job duties.
- Project management skills and ability to see a project through.
- Background in data entry and management a plus

- Experience with CRMs and other platforms mentioned above a plus (Blackbaud, WordPress, Canva, Hootsuite, etc) a plus
- Personal enthusiasm for, and a commitment to, philanthropy.

#### **Internship Terms and Conditions**

- Minimum 3 months starting June 2024, with option to extend if mutually agreed upon
- Compensation: \$18-\$22/hour depending on experience
- Expected to dedicate 10 hours a week
- Position is fully remote

**To apply, please send your CV and a cover letter to [nonprofitengage@amuslimcf.org](mailto:nonprofitengage@amuslimcf.org) by Wednesday, May 15, 2024.**

AMCF is an equal employment opportunity employer.