



Aga Khan Foundation, USA

Officer, Resource Development & Community Engagement

Location: Washington, D.C.

Reports to: Manager, Resource Development

POSITION SUMMARY

The Aga Khan Foundation USA's (AKF USA) Resource Development and Communications (RD & Comms.) department is seeking a dynamic and motivated professional to support national fundraising campaigns, events, and initiatives. The Officer, Resource Development & Community Engagement will collaborate with volunteers, donors, sponsors, business alliances, and internal teams to implement fundraising initiatives, including the Fall Campaign, 5-8 Golf Tournaments, 2-4 Walk & Run events, and other bespoke events.

Reporting to the Resource Development Manager or designated leadership, this role will play a critical part in strengthening AKF USA's fundraising efforts through project management, donor engagement, and campaign execution. This position is ideal for individuals looking to advance their careers in fundraising, nonprofit development, or corporate social responsibility, making a meaningful impact in communities worldwide

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist in the planning, execution, and logistics of national fundraising campaigns and events.
- Coordinate and manage fundraising events, ensuring smooth execution in collaboration with volunteers, business alliances, and key stakeholders.



- Track and report campaign performance, measuring key metrics and identifying areas for improvement.
- Collaborate with internal teams to develop, maintain, and enhance Volunteer Toolkits, including knowledge resources, campaign planning materials, and stewardship guidelines.
- Strengthen relationships with volunteers, donors, corporate partners, and community stakeholders to expand fundraising outreach.
- Support internal collaboration across departments, leveraging shared resources and best practices.
- Work with the research and analytics team to generate reports, analyze donor trends, and provide data-driven insights to enhance campaign strategies.
- Maintain and update donors, sponsors, and volunteer information within the CRM and other tracking systems.
- Assist in the development of campaign marketing materials and donor engagement resources in collaboration with communications and donor services teams.
- Ensure alignment with AKF branding and messaging for all outreach efforts.
- Ensure timely processing of payments, invoices, and reimbursements related to fundraising events and campaigns.
- Work closely with finance and volunteer teams to ensure compliance with AKF USA's procurement policies and organizational standards.
- Ensure compliance with AKF policies, including safeguarding, gender equality, and ethical fundraising standards.



REQUIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in business administration, Marketing, Communications, Nonprofit Management, or a related field.
- 2+ years of experience in project management, marketing, or donor relations.
- Strong organizational and project management skills, with the ability to manage multiple initiatives simultaneously.
- Excellent interpersonal and communication skills, with the ability to engage diverse stakeholders effectively.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word), Google Workspace, and other digital tools.
- Experience with CRM systems or donor management software is preferred.
- Ability to work collaboratively within a team and independently with minimal supervision.
- Willingness to travel occasionally for fundraising events and meetings

COMPENSATION PACKAGE

- Salary range: \$65,000 – \$70,000, based on experience and qualifications.
- Medical, dental and vision plans with 100% of the cost of the premiums for employee only covered by AKF.
- Life, AD&D, STD, LTD, and LTC insurance sponsored 100% by AKF.
- Section 125 Plans / FSA.
- 401(k) with generous 8% employer contribution after one year of service.
- 15 paid vacation days plus 12 paid sick days per year.



AGA KHAN FOUNDATION

OFFICER, RESOURCE DEVELOPMENT & COMMUNITY ENGAGEMENT

- Up to 16 weeks of paid parental leave.
- And more...

APPLICATIONS

Interested applicants Please submit a resume and cover letter together with the names and contact details of three professional references to:

humanresources.akfusa@akdn.org subject line: **Application for Officer, Resource Development & Community Engagement**

Deadline for application: **March 9th. 2025**

AKF USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF USA employees requires all employees to review and abide by the AKF Gender Equality Policy.

AKF USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF USA requires all employees to review and abide by the AKF Safeguarding Policy.