



AGA KHAN FOUNDATION

PROJECT MANAGER, FALL CAMPAIGN AND SPONSORSHIP

Aga Khan Foundation, USA

Project Manager, Fall Campaign and Sponsorship

LOCATION: WASHINGTON, D.C. / REMOTE

REPORTS TO: DIRECTOR, RESOURCE DEVELOPMENT AND COMMUNICATIONS

ABOUT AGA KHAN FOUNDATION U.S.A. (AKF USA)

The Aga Khan Foundation (AKF) is an agency of the Aga Khan Development Network ([AKDN](#)) established in 1967 by His Highness the Aga Khan, and is a private, not-for-profit, non-denominational, international development organization.

As a recognized leader in field development, AKF brings together human, financial, and technical resources to address the challenges faced by some of the poorest and most marginalized communities in Africa and Asia, with a vision to alleviate poverty and improve the quality of life of communities for today as well as generations to come.

The Aga Khan Foundation USA (AKF USA) [AKF](#) operates from the national Washington D.C. office and is focused on fundraising, establishing strong programs and partnerships with government/non-government agencies and liaising with our field offices.

POSITION SUMMARY

AKF USA's Resource Development and Communications department is seeking an energetic individual with a passion for applying their business fundraising, project management and or marketing skills and experience to a fundraising management role in a fast-paced environment. As the fundraising manager, you will work with a national network of volunteers to lead and execute the implementation of a major annual campaign, as well as build and drive the sponsorship and stewardship programs. Reporting to the department Director, you will join a dynamic, supportive, and lean team where your ability to be strategic, flexible, and collaborative will be key. This position can work remotely within the USA.



If you are ready to grow your career in fundraising or make a switch from corporate to development, where the work you do every day makes a significant difference in changing the lives of some of the poorest people in the world, then this role maybe for you.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage the planning, implementation, operations, and logistics of the fall campaign (virtual and in-person), sponsorship program, and stewardship program, working closely with regional volunteer teams, business alliances and specific networks.
- Develop comprehensive Tool Kits for volunteers, comprising of knowledge building, planning, implementation, and stewardship materials, to support campaign events, initiatives, and activities.
- Work closely with research and analytics to extract relevant data and insights using the CRM to develop strategic direction and support volunteers in their efforts.
- Manage and update prospect, donor, sponsor, volunteer, and other relevant databases using the CRM and other systems.
- Work closely with communications and donor services to develop campaign materials, set up donations, pledge and sponsor forms in available systems and market the campaign through relevant channels.
- Work closely with donor services and volunteers to measure, track and report progress and performance.
- Work closely with resource development colleague(s) to share and leverage common resources and materials, supporting each other as needed.
- Work closely with finance and vendors to process payments for campaign events and initiatives.
- Build strong working rapport with peers, volunteers, Jamat, business alliances, and other stakeholders as needed.
- Manage and execute projects as assigned by the Director.
- Contribute to the new CRM transition as needed.
- Follow all institutional systems, processes, guidelines, and policies.
- Ensure and maintain brand reputation.

REQUIRED QUALIFICATIONS

- Master's degree in business administration, project management, marketing, or related field.
- 7+ years of work experience in product or project management or fundraising management.
- Strategic, critical thinking, and analytical skills.
- Team player and ability to work with individuals from different backgrounds.
- Strong interpersonal skills.



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- Ability to manage multiple work streams.
- Strong written and verbal communication and presentation skills.
- Proficient in MS Office suite, Power Point, Excel, Word and Google docs.
- Fundraising and/or business experience would be a plus.
- A working knowledge of database and CRM systems would be a plus.
- Should be able to travel as needed.
- Candidates must be currently eligible for employment in the United States.

COMPENSATION PACKAGE

1. Salary range: \$100 – \$105k, based on experience and qualifications.
2. Medical, dental and vision plans with 100% of the cost of the premiums for employees only covered by AKF.
3. Life, AD&D, STD and LTD insurance sponsored 100% by AKF.
4. Section 125 Plans / FSA.
5. 401(k) with generous 8% employer contribution after one year of service.
6. 15 paid vacation days plus 12 paid sick days per year.
7. Up to 12 weeks of paid parental leave.
8. 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: **Project Manager, Fall Campaign and Sponsorships**

Deadline for application: **June 7th, 2023**

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.