Position Title: Development Coordinator (Contract)
Location: Remote
Expected Hours: Approximately 15 hours/week

Description: The Organization

The Islamic Medical Association of North America (IMANA) is a nonprofit 501(c)3, representing healthcare providers inspired by all faiths on a collective trajectory to positively impact the health of humanity, as evidenced by its integrated programs, with a major emphasis on global medical relief. We have positioned ourselves right in the middle of the action, areas worldwide with the most need, saving lives and relieving suffering through disaster response, provision of basic health care to underserved communities, development programs, and knowledge transfer. Our medical missions and projects have provided timely and effective aid for the sick and injured in over 40 countries, including at hospitals, basic health units, clinics, and collaborative projects that we support to provide a continuum of care.

We're looking for a talented and mission-driven Development Coordinator to join our team! IMANA is on an exciting journey - so come and be part of it!

Description: The Position

The **Independent Development Coordinator** will be responsible for providing administrative and coordination support to our fundraising team. This role will expand IMANA's capacity by assisting with grant submissions, sponsorship outreach, and community engagement. The ideal candidate is detail-oriented, organized, and eager to grow nonprofit fundraising practices.

REPORTS TO: Executive Director

ESSENTIAL RESPONSIBILITIES/SCOPE OF WORK:

Grant & Proposal Support

- Research potential grant opportunities and track deadlines in a shared calendar.
- Prepare draft grant applications and supporting materials using provided templates.
- Assist with assembling attachments (budgets, letters, compliance docs) and submitting complete packages.
- Maintain a log of proposals submitted and their outcomes.

Corporate & Sponsorship Support

- Conduct background research on prospective corporate partners and sponsors.
- Draft outreach emails and basic pitch decks using existing IMANA templates.
- Coordinate scheduling of calls/meetings with prospective sponsors and funders.

- Keep contact lists and sponsorship trackers up to date.

Community Engagement Support

- Build and maintain a list of mosques and community centers for outreach.
- Assist with preparing donor letters, appeal decks, and follow-up communications.
- Track outreach activity and responses in a simple database or spreadsheet.

General Development Admin Support

- Keep records of submissions, outreach, and follow-up tasks organized.
- Support the Executive Director in preparing reports.
- Provide other administrative support as needed to advance development initiatives.

REQUIREMENTS:

- Strong organizational skills and attention to detail.
- Excellent written communication; able to draft clear, professional emails and documents.
- Comfort with Microsoft Office/Google Suite (Docs, Sheets, Slides) and online research.
- Ability to manage multiple tasks and meet deadlines.
- Self-starter who can work independently in a remote environment.
- Prior experience with nonprofits, fundraising, or admin work preferred but not required.

ADA REQUIREMENTS:

- Must be able to perform work in indoor environments, to read documents, data reports, drawings, research, and to view computer monitors.
- Must be able to communicate in planning and implementation situations; must have the ability to express presentations of ideas. Team and group dialogue required for communication of plans and concepts.
- Must be able to effectively communicate during face-to-face and group work, for telephone work,and for group conversations for planning work.

Work Environment:

This is a remote, independent contractor position. The Coordinator will have flexibility in setting their own work schedule, within agreed-upon project timelines and deliverables.

Equal Opportunity Employer:

IMANA is committed to fair contracting practices and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

To Apply:

To apply, please submit your resume and cover letter as attachments to careers@imana.org. In the subject line, please write "Development Coordinator Application." Within your cover letter, please detail your relevant experience, your hourly rate or compensation expectations, and your availability.