



**Director of Development - Apply by completing our [Job Application](#) |
Questions? communication@azacademy.org**

[Arizona Cultural Academy](#) (ACA), based in Phoenix, AZ, has the potential to set the standard for how all private Islamic schools in the country shape their curriculum, manage their staff, build sustainable finances, and – most importantly – produce students with exceptional character and intelligence. Entrepreneurial educators who are seeking significant personal growth will thrive in this environment.

ACA aims to empower Phoenix with knowledge, spirit and service. In 1999, we embarked on a dream of creating a private school with a rich Islamic ethos. We have achieved over 20 years of operation, COGNIA accreditation, annual enrollment of 300+ students, and construction of a multi-acre purpose-built facility. We are seeking the best Islamic educator talent to lead Arizona Cultural Academy to become a modern Daycare through grade 12 private Islamic school.

ACA is seeking a qualified Development Manager. Hiring a quality Development Manager is a critical effort as we build an institution that establishes the next generation of a modern private Islamic school. We are looking for a diverse pool of applicants who are inspired by our mission and possess the skills, knowledge, and work ethic to contribute to a dedicated team willing to do whatever it takes to build an institution that empowers ACA and the Phoenix metro area with knowledge, spirit and service.

Development Manager

Will lead a team of staff and volunteers, who will set a strategy for, plan for and execute all activities of fundraising and marketing for ACA.

Qualifications:

- Bachelor's degree in marketing or related field required
- 5 years' experience in marketing and/or fundraising preferred

Areas of Responsibility:

A. Marketing

1. MFM shall report to the ACA Board on a monthly basis and as needed
2. Collect all needed demographic and academic data of ACA staff and student, essential for illustrating the pivotal role ACA has played, and continues to play, in raising the next generation of successful Muslim leaders, both academically, professionally and morally
3. Use the data to market ACA as an outstanding Islamic school, to the Muslim community, local and national, ACA donors, parents, students and staff, using digital media, publications and social outreach activities
4. Keep ACA website up to date
5. Reach out to local masjid to hold *ACA open house luncheons* to educate parents about ACA and solicit student enrollment

B. Fundraising

1. Work with ACA Manager to support the well-established annual ACA fundraiser
2. Maintain ACA charitable donation database, issuing receipts and following up pledges
3. Maintain good PR with the donors, through gifting and by keeping them informed
4. Establishing a publicity process to recognize the top Philanthropists
5. Work with ACA Greater Arizona (a scholarship fund), on the Corporate AZ tax donations to ACA
6. Work with APESF (scholarship Fund) on promoting the individual Arizona Tax donations for ACA scholarships,
7. Work with ACA Imams and Principal to facilitate AZ tax donation solicitation from valley mosques by our Imams and senior students between January and April 15th every year

Expectations of an ACA Employee include:

- Emulate strong moral character and Islamic persona in all of our interactions
- Give and receive feedback with a desire to improve one's self and quality at ACA
- Pursue and cherish trusted two-way relationships with colleagues and community members

Compensation and Working Conditions:

- Salary range: commensurate with experience
- 5 days PTO (Paid Time Off)
- 1 Mental Health Day
- Paid school holidays and breaks
- Reports to school Principal
- Activities will result in a work schedule of 40-45 hours per week
- Annual receipt of a personalized feedback plan to contribute to career development
- Discount tuition for children (66%)
- IRA Plan with 3% employer matching
- Health, Dental, and Vision insurance option available for full-time employees

Physical Requirements:

- The ability to lift, push or pull 10 pounds
- The ability to respond quickly to sounds
- The ability to move safely around campus
- The ability to see and respond to dangerous situations
- The ability to sit/stand most of the day
- Ability to use desktop computers and office equipment such as phone, iPad, desktop

