



Zakat Chicago

A Committee of the Council of Islamic Organizations of Greater Chicago
LOCAL COLLECTION * LOCAL DISTRIBUTION

January 30, 2023

Zakat Chicago – Project Manager

Zakat Chicago has an immediate job opening for a full-time Project Manager.

Zakat Chicago is a charitable organization that was established primarily to address the Islamic charity, Zakat. Its mission is to establish Zakat as a living institution in metropolitan Chicago. Accordingly, its activities include not only the collection and distribution of Zakat, but also the education and coordination of Zakat activities.

Position Description

The Project Manager manages all programs and activities of Zakat Chicago, with technical assistance from other professionals. The Zakat Chicago programs include the following:

- Promotion of Zakat Chicago through its website, Facebook page, Google AdWords campaigns and other social media. Production of promotional videos, banners, brochures, and newsletters. running of intensive campaigns via social media, direct mail, email, and direct appeals at Mosques and other special gatherings that are held around the Islamic month of Ramadan.
- Raising of funds per the Board approved Development Plan. A large majority of our funds are received in and around the month of Ramadan. Other fundraising drives are held three to four times-a-year.
- Facilitate Zakat distribution by inviting/seeking zakat grant applications from local organizations for their Zakat-eligible projects. Coordination of the review of Zakat Applications by Zakat Chicago Committee members and disbursement of funds per Committee's approval. Maintain relations with the Zakat distribution partners and pursue the fulfilment of their commitments to Zakat Chicago.
- Help Zakat distribution partners, as needed, in maintaining appropriate records of the recipients of the Zakat funds received from Zakat Chicago, visit them periodically and solicit performance reports from them regularly as required of them.
- Educate Muslims about Zakat and develop ways of facilitating its payment, in cooperation with the area Mosques.
- Encourage coordination and distribution of Zakat through regular meetings with local Zakat collecting organizations.



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Qualification

1. At least a bachelor's degree, with courses on Not-for-profit organizations and in fundraising
2. Experience in project management and in non-profit fundraising
3. Skills: Excellent English writing and speaking, Communications, Database management, Office Software, and social media. Project management skills, self-motivated, highly organized, great interpersonal relations, and experience of working with others.
4. Basic knowledge of Islam, particularly of the institution of Zakat

Reporting: The Project Manager will report to Zakat Chicago Chairman and assist and coordinate with Committee members per the specific responsibilities they carry.

Compensation: Will be commensurate with the qualifications. Benefits are available.

Apply: Email your resume, cover letter (including your salary expectations) and supporting material to info@ciogc.org.

Note: Zakat Chicago is a central Zakat Committee established by the Council of Islamic Organizations of Greater Chicago (CIOGC).