



Muslim Americans in Public Service

Finance Committee

BACKGROUND:

MAPS's mission is to support the career, workplace, and community development of Muslim American public servants and serve as a catalyst, resource, and force multiplier for the associations that represent and support them. MAPS aims to expand and harness the rich, collective contributions of Muslim Americans across public service sectors to build a more just and equitable United States.

SUMMARY OF ESSENTIAL DUTIES:

- Support the Finance Director in sourcing and securing grant funding for MAPS' operations and initiatives, including the submission of applications alongside MAPS leadership using existing documents, applications, program descriptions and metrics
- Develop and maintain strategic plans and policies on sponsorship and partnership opportunities with Federal agencies, organizations, and permissible sources of funding
- Develop and research sponsorships and fundraising application opportunities to ensure the sustainability of the organization.

DESIRABLE QUALIFICATIONS:

- Independent worker who is eager to learn and will take initiative
- Background in fundraising, business development, accounting or finance preferred
- Desire to gain hands-on experience in supporting operations and community development with MAPS leadership.

TIMING / HOURS:

- Immediately through August 2024 (flexible end date); 8 Hrs/Month
- Nontraditional hours are welcome (early morning, nights, and weekends)
- This will most often be remote, though there is a preference for in-person support around events

HOW TO APPLY:

- Email Resume/CV to **Tamim Chowdhury**, Finance Director, at Finance@mapsnational.org