

Ke'lonah A. Hamilton

Nonprofit Professional

A passionate nonprofit professional specializing in strategy, development, and communications, certified in fundraising management; holding a BA in English - Creative Writing, while actively pursuing an advanced degree in philanthropic studies. Deeply interested in advancing the ethics, efficacy and impact of the Muslim nonprofit sector.

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RESEARCH INTERESTS

Islamic Ethics in Fundraising | Fiqh of Zakat | The Role of Racism & Tribalism in Philanthropic Giving
Trends in American Muslim Philanthropy | Convert-Immigrant Relations | Ethical & Effective Donor Stewardship
Historical Establishment of Charitable Organizations in the Muslim World | Ethical & Effective Volunteer Mgmt.

EDUCATION & CERTIFICATIONS

The Islamic Seminary of America (TISA) - Current
Master's Degree: Nonprofit Management

Indiana University - The Lilly Family School of Philanthropy - 2020
Certificate: Fund Raising Management

University of Southern California (USC) - 2017
Bachelor's Degree: English (Creative Writing)

WORK EXPERIENCE

3/2020 - Communications & Development Manager

3/2021 Intuitive Solutions, FL - *Social Good Enterprise*

- **Management:** Manage a creative team in a high-pressure environment, producing content for over a dozen non-profit clients.
- **Strategy & Development:** Develop strategic plans that promote annual sustainability, growth, donor acquisition, retention, and donor upgrades, as well as improved branding and visibility.
- **Fundraising & Donor Stewardship:** Develop fundraising and donor stewardship campaigns; review and revise grant applications.
- **Marketing & Communications:** Develop proposals, brochures, direct mailers, press releases, social media posts, paid ads, text and email marketing materials, and website & fundraising platform content.

2/2019 - Media & Outreach Coordinator / Disaster Liaison

2/2020 ICNA Relief Dallas, TX - *Nonprofit Organization*

- **Fundraising & Donor Stewardship:** Plan and support annual & emergency fundraising campaigns and donor stewardship efforts; help organize fundraising banquets & events; research and complete grant applications; manage financial records and create reports.
- **Event Planning & Volunteer Recruitment:** Organize major events and campaigns - securing facilities, supplies, vendors, local officials and guest speakers, while managing hundreds of guests and volunteers.
- **Marketing & Communications:** Design marketing materials, develop annual & quarterly reports, design digital presentations, and manage social media accounts.

WORK EXPERIENCE, CONT.

4/2016 - School Liaison & Freelance Editor

1/2018 Noorart, TX - *Islamic Educational Publisher*

- **Relationship Building:** Cultivate, acquire and manage accounts with Islamic and secular educational institutions.
- **Marketing & Communications:** Revise website & marketing materials. Edit and curate Islamic literature and curriculum books.
- **Administrative:** Perform customer service, business development, and account management tasks to ensure smooth daily operations.

1/2016 - Resident Services Coordinator

1/2018 Portfolio Resident Services, TX - *Nonprofit Organization*

- **Fundraising:** Organize events and campaigns; secure in-kind donations; apply for grants; manage budgets, reports, and audits.
- **Event Planning & Volunteer Recruitment:** Plan and facilitate special events, programs, services and activities. Recruit & manage volunteers and secure volunteer services from local businesses & organizations.
- **Marketing & Communications:** Create marketing materials; draft written communications; promote success of programs and events.

VOLUNTEER EXPERIENCE

Event Organizer (2020)

The Islamic Seminary of America - Richardson, TX

- Assisted with the transitioning of the Annual Fundraising Banquet to an online platform in light of the COVID-19 Pandemic.
- Guided the planning team on digital marketing, fundraising strategies, budgeting and volunteer management.

Lead Teacher (2015-16)

M.E.C.A. Children's Academy - Dallas, TX

- Lead a classroom of 15 students, within a traditional Pre-K/KG curriculum format, in Arabic language acquisition, learning social skills, Islamic character development and building self-esteem.
- Designed an Islamic Studies curriculum and sourced in-kind donations for a revamped classroom environment.

Volunteer & Organizer Day of Dignity (2014-15)

Masjid Al-Islam - Dallas

- Assisted with program logistics and planning.
- Designed various promotional and functional materials.
- Supervised and directed volunteers and worked hands-on with program participants, treating them with dignity, compassion, and respect.

GENERAL SKILLS

- Advanced computer skills, highly proficient in Microsoft Office, Google Suite, and various social media platforms.
- Familiarity with various Email Management Systems and Donor Management Softwares.
- Advanced experience with digital fundraising and online fundraising platforms (Launchgood).
- Excellent project management skills with exceptional attention to detail.
- Proven dedication to organizational success with adherence to honest and ethical processes.