

Position Title	<i>Development Coordinator</i>
Reports to	<i>AMHP Executive Director</i>
Hours	<i>Part-time (15-20 Hours Per Week)</i>
Location	<i>Remote</i>
Deadline	<i>Sunday, December 13</i>

About AMHP

[American Muslim Health Professionals](#) (AMHP)'s mission is to strengthen the impact of Muslim health professionals to improve the health and wellness of all Americans. AMHP brings together a community of activists, health advocates, clinicians and other health professionals committed to public health, civic engagement and social justice. Since the organization's founding in 2004, AMHP members have been at the forefront of public health and policy issues. AMHP's three core areas of focus are professional development, mental health and advocacy for underserved communities.

Position Description

AMHP is seeking an innovative and self-motivated Development Coordinator to join our team. Reporting to the Executive Director, the Development Coordinator position focuses heavily on cultivation and donor relations with opportunities to work on a wide range of fundraising activities including grant-writing and annual fund development. The development coordinator will also help maintain and analyze donor data and fundraising metrics.

Primary Responsibilities

Fundraising and Cultivation Activities (50%)

- Assist with researching, writing, submitting and managing grant proposals.
- Maintain donor management activities including drafting reports, invitations, thank you notes and managing CRM suite.
- Plan and implement online and offline fundraising campaigns throughout the year, including but not limited to Ramadan, Giving Tuesday, end-of-year campaigns and Mental Health Awareness Month.
- Assist with coordination of private and annual fundraising events and oversee solicitation of sponsors at each of these major events.
- Contact various businesses and organizations to solicit sponsorship for AMHP's events, including but not limited to: annual conference, networking events, etc.

Communications and Stewardship Activities (25%)

- Create and implement a donor cultivation strategy into AMHP's programming and communications to expand individual donor base and major gifts.
- Implement consistent communication plan between donors and board to cultivate partnerships and expand donor base.
- Track sponsorship perks and work with AMHP staff to ensure they are delivered in a timely manner
- Oversee creative production and distribution of regular external emails and assist with development of donor-centric newsletters and program brochures.

Operations and Administrative Activities (25%)

- Develop, implement, and monitor metrics and analysis of online fundraising and constituent mobilization campaigns.
- Maintain and update sponsor database on an on-going basis.
- Assist with developing internal organization documents and policies pertaining to fundraising.

Qualifications

- BA in nonprofit management, philanthropy, or related field.
- 2-3 years of experience in fundraising and grant writing preferred.
- Strong organizational and time management skills.
- Successful experience working with private philanthropy with individuals, including raising significant individual gifts and growing a pipeline of major donors from prospecting to the solicitation.
- Good knowledge and experience using donor software to organize, manage and evaluate fundraising goal setting, tracking, and reporting.
- Flexible, strong independent self-starter; able to multitask while also being highly detail-oriented.
- Personal qualities of integrity, credibility and a commitment to AMHP's mission.
- Strong writing and research abilities.
- Knowledge of project management and strong storytelling skills.

Application

- Resume, references and minimum salary requirements should be submitted through this form [here](#) by Sunday, December 13.

For more information, visit amhp.us/join-our-team

We apologize in advance and will not be able to respond to all applications; only candidates who meet requirements and selected by the Search Committee will be contacted for an interview.