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| <b>Position Title</b> | <i>Development Coordinator</i>          |
| <b>Reports to</b>     | <i>AMHP Executive Director</i>          |
| <b>Hours</b>          | <i>Part-time (10-15 Hours Per Week)</i> |
| <b>Location</b>       | <i>Remote</i>                           |

### **Overview of Organization**

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. AMHP's three core areas of focus are professional development, mental health and advocacy for underserved communities.

**Vision:** To be a leader in improving public health, through efforts inspired by the Islamic tradition

### **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 supporting AMHP's fundraising goals, cultivating donor relations and working on a wide range of fundraising activities including annual fund campaigns, sponsorship solicitation and special events.

### **Primary Responsibilities**

#### Fundraising and Cultivation Activities

- Maintain donor management activities including drafting reports, database entry, invitations, 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.
- Develop online fundraising strategies, campaigns, and calls to action.
- Solicit sponsorship from corporations, businesses and organizations for AMHP's events, including but not limited to: annual conference, networking events, private fundraisers, webinars etc. Track sponsorship perks and work with AMHP staff to ensure they are delivered in a timely manner

#### Communications and Stewardship Activities

- Implement donor cultivation strategy into AMHP's programming, marketing and communications to grow individual donor base and major gifts.
- Collaborate with the Board to develop and execute consistent communication to cultivate donor base.
- Oversee creative production and distribution of regular external emails and assist with development of donor-centric newsletters and program brochures.
- Oversee creative production and distribution of regular external emails, develop text and graphics templates for donor messaging and engagement.

#### Operations and Administrative Activities

- Develop, implement, and monitor metrics and analysis of online fundraising and constituent mobilization campaigns.
- Assist with developing internal organization documents and policies pertaining to fundraising.
- Send donation receipts to donors, draft and create quarterly donor reports and assist in any fundraising campaigns and activities.
- Provide support to the Finance and Fundraising Board Committee.
- Other duties as assigned.



American Muslim  
Health Professionals

### Qualifications

- BA in nonprofit management, business management, finance, philanthropy or related field.
- 2-3 years of experience in fundraising preferred. Candidates with familiarity with CRM and donor database as well as grant writing experience will be given strong consideration.
- 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 solicitation.
- Good knowledge and experience using donor software to organize, manage and evaluate fundraising goal setting, tracking, and reporting.
- Flexible, self-starter and 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.

For application form and more information, please visit [amhp.us/joinourteam](http://amhp.us/joinourteam)

***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.***