

Position Title	<i>Fundraising Director, AMHP Board</i>
Reports to	<i>President, AMHP Board</i>
Term	<i>2 Years (Voluntary)</i>

Mission: To empower Muslim health professionals to improve the health of all Americans.

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

Position Summary

The Fundraising Director is a volunteer position with the opportunity to create and oversee the implementation of a strategic approach to fundraising. This may include, but is not limited to: major gifts, corporate donations, grant solicitation, and in-kind resources.

Duties and Responsibilities

The Director of Development will perform duties, such as, but not limited to (including any other duties and responsibilities outlined in AMHP's bylaws):

Plan Fund Development Activities

- Collaborate with the Board of Directors and the Executive Director to create a Fund Development Plan that increases revenues to support the strategic direction of AMHP.
- Implement the Fund Development Plan in accordance with ethical fundraising principles.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are achieved.

Organize Fund Development Activities

- Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner.
- Develop policies and procedures that reflect ethical fundraising practices.
- Work with AMHP's grant writer to prepare/submit grant applications
- Oversee the planning and execution of special fundraising events
- Identify and develop corporate, community and individual prospects for AMHP's fundraising priorities.
- Oversee the administration of a donor mailing list and sponsorship database
- Serve on the Finance & Fundraising Committee
- Cultivate relationship with sponsors of AMHP events

Promote the Organization

- Foster an understanding of philanthropy within AMHP.
- Work with AMHP's marketing team to develop a comprehensive communication plan to promote AMHP to its donors and external stakeholders
- Work with AMHP's marketing team to coordinate the design, printing and distribution of marketing and communication materials for development efforts.
- Build relationships with community stakeholders to advance AMHP's mission and fundraising goals.

Time Commitment:

- This position will require approximately 4-6 hours per month.

- Attend all Board meetings on a monthly basis, or as required. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Desired Qualifications:

- A minimum of a Bachelor's degree and 3 to 5 years of fundraising experience.
- A certificate in Fundraising Management is an asset.
- Certified Fund Raising Executive (CFRE) designation is an asset.
- Knowledge of the following is an asset: fundraising management; federal, state and local legislation affecting charities; special events planning and management; management of volunteer resources; grant writing; ethical fundraising and financial accountability codes, as appropriate.

Additional Expectations: While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP chapter board members are also expected to consistently deepen their knowledge and understanding about AMHP's work and act with the utmost integrity. Additional expectations include:

- Participate in at least one committee.
- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Act on behalf of the chapter and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the chapter only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.