

<b>Position Title</b>	<i>Director of Development, AMHP Board</i>
<b>Reports to</b>	<i>President, AMHP Board</i>

### **Position Purpose**

The Director of Development 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 being 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 12-15 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.

### **Qualifications**

- A minimum of a Bachelor 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.