<table>
<thead>
<tr>
<th>TITLE:</th>
<th>AMA Foundation Director</th>
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| CLASS: | • Exempt Staff Supervisory Position  
• Report to the AMA Executive Director |
| SUMMARY: | • Actively collaborate with the Foundation Board of Directors and AMA Executive Director to implement, perform, and evaluate fundraising and philanthropic efforts that align with the AMA Foundation’s and AMA’s mission and bylaws. |
| RESPONSIBILITY: | • Implement, perform, and evaluate all fundraising activities. Actively monitor and ensure that goals are being achieved.  
• Development and execution of a fundraising efforts, including outside of the AMA community, with both individual and institutional prospects.  
• Seek vendor donations, major gifts, planned estate giving, and capital campaigns for museum, education, and AMA programming.  
• Develop annual Development Program of Work and budget.  
• In consultation with the Executive Director, recruit, interview, select and manage well-qualified staff.  
• Work with staff to manage existing grants and secure new grants. |
| ESSENTIAL FUNCTIONS: | • Demonstrate the ability to interact and cooperate with all association employees/members/customers.  
• Build trust, be value oriented, communicate effectively, possess driven execution, foster innovation, solve problems, show creativity, and demonstrate high integrity.  
• Maintain professional internal and external relationships.  
• Adhere to current AFP Donor Bill of Rights and Ethical standards. |
| CREDENTIALS AND EXPERIENCE: | • Prior experience in sales, development, and/or fundraising.  
• Extensive experience in all aspects of philanthropic sectors.  
• Excellent project management and planning skills.  
• Experience in managing finances with an understanding of accounting principles and budgets.  
• Experience working with a board of directors, ideally in a nonprofit environment.  
• Certificate in Fundraising Management, a bachelor’s degree in a related |
- Strong understanding of member and organizational requirements.
- Willingness to travel and work with professionals from other organizations.
- Effective written and oral communication skills.
- Aeromodeling experience or aviation knowledge preferred.