Organizational Description

History:

AMGA (American Medical Group Association) was born out of the desire for physicians practicing in groups to improve the quality of patient care by sharing best practices, experiences, and strategies with their peers. Over the years, AMGA has become the primary advocate of group practice, promoting multispecialty medical groups and other organized systems of care as the preferred delivery system for coordinated, patient-centered, efficient, quality medical care in America.

AMGA began in 1950 as the American Association of Medical Clinics (AAMC). The Certificate of Incorporation of AAMC, filed with the Recorder of Deeds of the District of Columbia on May 1, 1950, listed five principle reasons for founding the AAMC:

- To gain recognition for graduate medical education in group practices
- To elevate standards of practice in medical clinics
- To promote medical research in clinics
- To give mutual help among clinics by interchange of ideas and experience
- To disseminate scientific and medical knowledge, particularly pertaining to group practice

From the beginning AAMC lived up to these lofty goals. Through meetings, resources, publications and advocacy, the organization pursued these goals and increased membership rapidly. To this day, membership continues to grow.

In 2016, we rebranded as AMGA adding the tagline “Advancing High Performing Health,” to better reflect the changes in the organization and its members, as well as align AMGA and its divisions around a unified, forward-looking mission.

Today, AMGA is leading the transformation of healthcare in America because we believe in the power of healthier communities. By working alongside top professionals in our field and acting as their voice in the public sphere, we’re paving the way for medical groups and integrated systems of care to deliver the next level of high-performance health.
Together, we’re more than just an association, we’re a community of leaders. AMGA, our members and our corporate partners form a team dedicated to dramatically improving population health and care for patients at lower costs.

More than 175,000 physicians practice in our member organizations, delivering care to one in three Americans. Representing many of the nation’s most prestigious integrated systems of care, we have the insight and expertise to truly advance the way patients experience healthcare. To become a part of the healthcare transformation, explore our work and join the conversation today.

**Purpose, Promise, Vision**

**Purpose**
We empower the delivery of coordinated, patient-centered, high-quality, value-driven health care

**Promise**
To be an indispensable partner in advancing high performance health

**Vision**
A transformed healthcare system partnering with engaged communities to promote healthier lives

**AMGA Foundation:**

**Together We Advance Health Care.** AMGA Foundation empowers members to improve health and health care. With our partners and members, we improve health for millions of Americans through our signature programs: the Acclaim Award, Best Practices Learning Collaboratives, and the Chronic Care Challenge, which includes Diabetes: Together 2 Goal®.

Our population health initiatives are unique because we share best practices based on quantitative data generated by our members. We translate what works best in improving health and health care into everyday practice, enabling groups to deliver the best care possible.

**Mission:** AMGA Foundation enables medical groups and other organized systems of care to consistently improve health and health care.

**Vision:** AMGA Foundation serves as a catalyst, connector, and collaborator for translating the evidence of what works best in improving health and health care in everyday practice.
Job Description

Job title
Executive Director, AMGA Foundation

Reports to
President, AMGA Foundation

Job Purpose

The five-fold mission of the Executive Director function is to:

1) Raise funds, thereby meeting current and future Campaign goals
2) Apply best advancement practices to elevate Foundation fundraising performance
3) Manage and direct an experienced development team
4) Integrate communications into development office functions
5) Embed a culture of philanthropy throughout AMGA

Duties and Responsibilities

Raise Funds:
- Set a high standard of fundraising ability and success for staff and volunteers alike
- Develop and personally manage a robust donor pipeline of new and existing individual and corporate prospects
- Effectively move assigned constituents through the moves management system
- Successfully solicit and close high dollar gifts for the organization
- Partner with assigned volunteers to move their assigned prospects to and through solicitation
- Manage regular and value based revenue and pipeline reports to Foundation board, Foundation President and AMGA CEO

Apply Best Practices:
- Develop key metrics to evaluate and guide revenue progress and performance accountabilities
- Manage prospect pipeline performance
- Develop or refine clear, responsive regular reporting procedures
- Evaluate infrastructure in due course and make recommendations to improve or retain
Manage and Direct:
- Manage team to meet multi-year Campaign revenue, awareness, cultivation and stewardship goals
- Align staff management and direction with fundraising goals, priorities and plans
- During prospect review meetings, assign prospects to staff and expect progress
- Provide quarterly feedback to staff on performance
- Ensure systematic, regular reporting on pipeline, revenue and goal attainment to President and volunteer structures
- Coach and engage other key leaders and volunteers in the fundraising process
- Collaborate with other AMGA departments while growing their appreciation of the work of the Foundation
- Utilize in-house expertise when applicable

Plan and Execute:
- Understand and manage to the current Campaign plan goals and programs
- Design and implement the organization’s annual fundraising plan to meet overall multi-year revenue goals
- Develop annual fundraising objectives, evaluation mechanisms and annual department budgets
- Be a thought leader on philanthropy to staff and Board leadership during programmatic and financial discussions
- Integrate all fundraising modalities in gift structuring to ensure cash flow and sustainability
- Lead the creation of systems and processes that will increase fundraising efficiency

Integrate Communications:
- Assess current communications plan to simplify
- Ensure communications strategy supports cultivation and fundraising initiatives
- Provide overall guidance to communications direct
- Assure that development and campaign communications are current and appealing
- Collaborate with Marketing Communications staff on communications strategy and in order to ensure materials are efficiently developed and support campaign goals

Culture of Philanthropy:
- Create a strategy for celebrating, recognizing, motivating, appreciating and stewarding philanthropy throughout AMGA
- Engage all AMGA staff and volunteers in this work
- Oversee and support the development, delivery of program initiatives, assuring that the goals and objectives align with AMGA and Foundation strategies.
- As assist with management of Corporate Partner relationships to maintain engagement of significant corporate partners across AMGA’s meetings and programs

Qualifications:
- 8 – 10 years of experience in frontline fundraising with individuals, foundations, and corporations
- Significant experience participating in or planning and managing multi-year comprehensive or capital campaigns
- Demonstrable track record of meeting and exceeding revenue objectives
• Excellence in developing and maintaining major gifts relationships coupled with thorough knowledge of development best practices
• Proven track record of closing five-seven figure gifts
• Team builder and effective people manager
• Innovative and collaborative approach to development strategies and practices
• Demonstrated strong planning and leadership skills with the ability to prioritize tasks to achieve goals in a timely manner
• Self-motivated with superior interpersonal, communication and organizational skills with coworkers, board members, donors, prospects and high net worth individuals
• Strong writing, listening, and presentation skills
• Ability to thrive in an entrepreneurial, fast-paced environment
• Bachelor’s degree required; Master’s in business or philanthropy preferred

**Fair Labor Standards Act Classification (Exempt, Nonexempt, or Independent Contractor)**

Exempt

**Telework Eligibility**

Yes, this position is eligible for telework especially on travel.

**Working Conditions**

N/A

**Physical Requirements**

N/A

**Direct reports**

Senior Director, Donor Relations
Development Manager
Operations Manager

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