



A Motivating Love

Position Description

Duties of Programs Director

Position: Voting Member of the Board

Responsible to: Executive Director

Skills:

- Ability to work as part of a team
- Visionary
- Planning Ability
- Strong Communicator
- Knowledge of A Motivating Love
- Active Volunteer
- Self-Aware
- Ability to think outside the box
- Ability to Analyze and Take Risks
- True Commitment to A Motivating Love
- Networking Ability
- Marketing
- Able to work effectively under pressure to meet tight deadlines and goals

Time Commitment: Approximately 15-20 hours per month for 2 years for Board responsibilities. Additional time may be requested for other volunteer roles taken on during term of service.

Responsibilities

- Follow AML systems and protocols for the assignment, solicitation and tracking of contributions – working with relevant AML staff and officers
- Oversee a team of interns and/or admin for assistance
- Develop, administer, and execute programming strategy, communication plan, budget and guidelines (*identify potential sources of funds, sponsors, goods or services*)
- Developing and implementing promotional campaigns of said program
- Tracks and maintains data, ensures promotional materials inventory
- Works with Social Media team to develop graphics and posts
- Assists with large projects, events, and community management
- Reinforce the brand of the organization
- Commit to the mission and work of A Motivating Love
- Meets regularly with Executive Team to discuss next steps
- Use organization email, signature and G-suite products assigned to organization

Evaluation: Self and by the Executive Director, semi-annually, and Programming metrics quarterly