

## NOTIFICATION OF POSITION VACANCY

September 24, 2009

**TITLE:** Assistant Development Coordinator  
**REPORTS TO:** Associate Executive Director  
**LOCATION:** Sacramento, CA  
**REASON FOR OPENING:** Vacant

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**POSITION PURPOSE:** Work in conjunction with Executive Director and Development Manager for the achievement of major revenue growth through March for Babies, special events, and major gifts. Recruit volunteer leaders and manage volunteer committees to assist in reaching organizational goals. Plan and implement fundraising events.

### POSITION RESPONSIBILITIES:

- Recruit volunteers to assist in fundraising activities. This includes recruitment of special event committee members.
- Work with volunteer committees to ensure that committee members are fully supported and accomplish tasks required for successful events.
- Develop and maintain relationships with key corporate and civic community leaders, organizations, and associations.
- Solicit corporate sponsorship for special events.
- Work with Development Manager to plan special fundraising events; coordinate and oversee logistics.
- Work with program staff and volunteers to ensure that every event contains program content to enhance the knowledge of the audience and general public regarding the March of Dimes mission.

### QUALIFICATIONS REQUIRED:

- Fund raising experience and/or sales experience
- Excellent verbal, written, interpersonal, organizational, and public speaking skills.
- Ability to manage multiple projects with priorities.
- Proven track record of success

### MUST send resume, cover letter, and salary requirements to:

Associate Executive Director  
March of Dimes  
1755 Creekside Oaks Drive, Suite 130  
Sacramento, CA 95833  
Fax: (916) 922-3258  
[californiajobs@marchofdimes.com](mailto:californiajobs@marchofdimes.com)  
**Before: October 8, 2009**

### NOTE:

1. Credit and criminal background check is required for this position: Yes ( X ) No ( )  
If yes, offer is contingent upon satisfactory completion of credit and criminal check.
2. If Human Resources or the hiring manager confirms you as a qualified candidate, you must inform your immediate supervisor of your intentions prior to initiating the formal interviewing process.
3. Upon request, the hiring manager will be provided information related to your performance, salary, and past work history.