

# NOTIFICATION OF POSITION VACANCY

November 5, 2009

**TITLE:** Asst. Community Director – Part time

**REPORTS TO:** Division Director

**LOCATION:** Bowling Green, Kentucky

**REASON FOR OPENING:** New position

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**POSITION PURPOSE:** This position is accountable for assisting in coordinating and implementing cost-effective fundraising events and supporting communication and program activities. The position will be accountable for the above for assigned areas of responsibility and for assistance with specific events and programs. This position acts as liaison between March of Dimes (MOD), its volunteers, and the local community. Primary purpose is recruiting and utilizing volunteer, community, and corporate support to reach specific fundraising and program goals.

## **POSITION RESPONSIBILITIES:**

- Fundraising/Event Management
  - Achieve budget in all areas of responsibility.
  - Actively assist in securing new sources of revenue as well as retain and/or increasing veteran sources (sponsors/teams/donors/in-kind/etc.)
  - Identify, recruit, train, and manage high impact volunteers for leadership and revenue producing positions.
  - Adhere to, track, and evaluate MOD Core Tactics, Best Practices, and timeline for each event assigned.
- Professional Effectiveness
  - Demonstrate ability to prioritize, communicate, and multitask.
  - Utilize and update staff, volunteer, and event management tools effectively and in a timely manner.
  - Recruit, train, manage and reward high impact volunteers/volunteer committees to ensure that they are fully supported, engaged, and prepared to promote our mission message.
- Program/Communications
  - Work with program staff and volunteers to ensure that each event, presentation, and printed collateral piece contains program content to enhance the knowledge of MOD mission, programs, special services and benefits for mothers and babies.
  - Work with media outlets and sponsors to publicize events, secure local sponsorship for events, and promote MOD mission while focusing on reaching fundraising goals and heightening public awareness.
  - Prepare and distribute communications to volunteers, teams, and donors - via email, print, and telephone - based on Division's communications timeline and additional needs.

## **QUALIFICATIONS REQUIRED:**

- Bachelor's degree or equivalent work related experience.
- Excellent computer skills, especially Microsoft Office.
- Excellent verbal and written communications skills, sales and marketing, volunteer management and development experience.
- Detail oriented, adaptable, organized and able to successfully manage multiple projects and tasks.

**CONTACT:** Jennifer Reynolds, Division Director  
March of Dimes, 1220 Ashley Circle, Suite C, Bowling Green, KY 42104  
Fax: (270)746-5417  
Email: [jreynolds@marchofdimes.com](mailto:jreynolds@marchofdimes.com)  
**Before: November 19, 2009**

## **NOTE:**

1. Credit and criminal background check is required for this position: Yes  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 with information related to your performance, salary, and past work history.