

NOTIFICATION OF POSITION VACANCY

DATE: November 5, 2009

TITLE: Assistant Community Director

REPORTS TO: South Sound Division Director

LOCATION: Tacoma, WA

REASON FOR OPENING: Replacement

POSITION PURPOSE:

This position is accountable for coordinating and implementing cost-effective fundraising and program activities. The position is responsible for these activities in the Kitsap and Thurston counties of Washington state. This position acts as liaison between March of Dimes (MOD), its volunteers, and the local community in which it serves by recruiting volunteer participation, corporate participation, and sponsorship within these communities.

POSITION RESPONSIBILITIES:

- Recruiting & developing high-level volunteer leadership
- Conducting large-scale fund-raising events
- Securing corporate sponsorships
- Significantly growing corporate accounts in Kitsap and Thurston counties

QUALIFICATIONS REQUIRED:

- 2 years fund-raising or sales experience
- Successful event planning experience
- A multitasker with office administrative experience, attention to detail and strong organizational skills
- Strong public speaking skills
- Successful track record in growing revenue
- Bachelors degree

If you think you may be qualified and interested in this position, or know of someone who may be qualified, please contact:

Lesley Pregoner, South Sound Division Director
March of Dimes
535 E Dock St, Suite 202
Tacoma, WA 98402
Fax: 253.759.6871
E-mail: lpregoner@marchofdimes.com
Before: November 19, 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.

The March of Dimes values diversity and is proud to be an Equal Opportunity Employer.