

NOTIFICATION OF POSITION VACANCY

September 24, 2009

TITLE: Development Manager
REPORTS TO: Executive Director
LOCATION: Bakersfield, CA
REASON FOR OPENING: Replacement

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

POSITION RESPONSIBILITIES:

- Recruit senior level business executives to serve as volunteers who assist in fundraising activities. This includes recruitment of revenue leaders, special event committee members, and major gifts committee members.
- Train, manage, and provide leadership to 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 and secure corporate sponsorship for special events.
- Plan special fundraising events; coordinate and oversee logistics; manage budget and financial records; evaluate cost-effectiveness, profitability, and public awareness of events; compile and analyze event statistics; and create event plan for the following year.
- Recruit, orient, train, and supervise volunteers.
- 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, programs, special services and benefits for mothers and babies.

QUALIFICATIONS REQUIRED:

- Bachelor's degree.
- 3-5 years fund raising experience.
- Excellent verbal, written, interpersonal, organizational, and public speaking skills.
- Ability to manage multiple projects with multiple priorities.
- Proven track record of success
- 2 years management experience preferred

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

Executive Director
March of Dimes
1729 Tully Rd. Suite 6
Modesto, CA 95350
Fax: (209) 522-5626
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.