

## NOTIFICATION OF POSITION VACANCY

September 24, 2009

**TITLE:** Division Director  
**REPORTS TO:** State Director  
**LOCATION:** Lafayette, Indiana  
**REASON FOR OPENING:** Replacement

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### **POSITION PURPOSE:**

Organize and manage all activities in the division including volunteer leadership, fundraising, programs, public affairs, staff development and communications.

### **POSITION RESPONSIBILITIES:**

- Plan and execute March for Babies including revenue leadership, sponsorship and teams.
- Recruit, develop and support influential volunteer leaders for board and fundraising activities.
- Plan and execute special events and explore and develop new sources of income for the division.
- Grow division annual giving income through personal recruitment of individual gifts, cultivation and solicitation of community foundations.
- Grow division net income, performance margin, productivity and profitability through expense reductions and increased revenue.
- Secure sponsorship base for fundraising events.
- Provide organization visibility through public relations and promotional efforts.
- Hire, train and manage Division Community Director.
- Manage office and maintain division records.

### **QUALIFICATIONS REQUIRED:**

- Bachelor's degree or equivalent experience and education
- Three years experience in fundraising or related field such as sales with successful track record of income growth
- Excellent management, organizational, interpersonal and communications skills
- Ability to function in a fast paced environment and deal with multiple priorities

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

Tanya Hand  
State Director  
March of Dimes  
Indiana Chapter  
136 E. Market St., Suite 500  
Indianapolis, IN 46204  
Fax: 317-262-4669  
Email: [thand@marchofdimes.com](mailto:thand@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.**