

NOTIFICATION OF POSITION VACANCY

September 24, 2009

TITLE: Executive Director, San Diego-Imperial Valley Division
REPORTS TO: Associate Director of Field Services
LOCATION/DEPARTMENT: San Diego, CA
REASON FOR OPENING: Replacement

POSITION PURPOSE:

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

POSITION RESPONSIBILITIES:

- Personally recruit, develop and support influential volunteer leaders for board and fundraising activities
- Recruit, develop, lead and manage staff
- Plan and implement annual fundraising campaign
- Grow division major gifts income through personal recruitment of large gifts, cultivation and solicitation of community foundations, and recruitment and development of major gifts committee
- Grow division income, performance margin, productivity and profitability through expense reductions and increased revenue
- Secure sponsorship for fundraising events
- Provide organization visibility through public relations and promotional efforts

QUALIFICATIONS REQUIRED:

- Bachelor's degree or equivalent experience and education
- Five years experience in fundraising or related field with successful track record of income growth
- Excellent management, organizational, interpersonal and communications skills

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

Associate Director of Field Services
March of Dimes
1755 Creekside Oaks Drive, Suite 130
Sacramento, CA 95833
Fax: 916-922-3258
Email: 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.**