

Job Title	Family Team Specialist, March for Babies
Employer/ Agency	March of Dimes
Job Description	<p>Family Teams Specialist - Houston Texas (part-time/temp) Job ID #: 2350 Location: TX - Houston Functional Area: Fundraising Department / Chapter: Texas Position Type: Part Time Temporary Education Required: Bachelors Degree Experience Required: 1 - 3 Years Relocation Provided:</p> <p>Position Purpose</p> <p>Part time, temp position - Support Family Team revenue development by developing a structured, division Family Team development committee, which will focus on recruiting and mentoring new Family Teams, retaining veteran Family Teams, and increasing revenue within Family Teams.</p> <p>Position Responsibilities</p> <ul style="list-style-type: none"> • Recruit, develop, and manage a division Family Team development committee that will drive revenue, recruit new teams and mentor team captains to achieve goal. Committee is responsible for a minimum increase of 20% in new family teams and a goal of 15% in revenue growth. • Work with Family Team committee and appropriate staff as needed to ensure that the division experiences a minimum of a 10% increase in Family Teams over 2014. • Ensure that the pre-determined recruitment goal of new fundraising Family Teams is reached while utilizing support and resources provided by national office and division and chapter staff. New teams should be recruited within the core tactic guidelines. • Develop and manage process to ensure Family Team captains are contacted within 48 hours of registration, and that ongoing targeted communication is provided through March for Babies season and throughout the year. Webinars or other trainings should be available to ensure all family teams understand online fundraising. Committee members should execute this process. • Collaborate with division staff to ensure consistent plans are in place for March for Babies Day-of activities at the site. • Develop strategies to utilize Family Teams in development and growth of corporate teams.
Qualifications	<p>Qualifications Required</p> <ul style="list-style-type: none"> • 2 years of experience as a Family Team Captain or other fundraising participation in March for Babies. Bachelor’s degree or work experience equivalent required • Detail oriented, adaptable, organized and able to successfully manage multiple

	<p>projects and tasks</p> <ul style="list-style-type: none"> • Computer skills, especially Word, Excel, PowerPoint, and CRM • Excellent verbal and written communications skills • Volunteer management and development experience preferred • Basic understanding of March of Dimes mission and the different ways it impacts our mission affected families. <p>Credit and criminal background check is required for this position. Offer is contingent upon satisfactory completion of credit and criminal check.</p> <p>We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.</p>
Address	3000 Wesleyan, Suite 100
City, State, Zip	Houston, TX 77027
Contact Person	Katie Nixon
Contact Title	Sr. Community Director
Application Method	Please apply online: http://bit.ly/1pOZg0z
Opening Date	Present – January 15, 2015

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