



American Red Cross

POSITION VACANCIES

Two Positions

Community Chapter Executive, Great Lakes Bay Chapter (Offices in Bay City, Midland, and Saginaw, Michigan)

Community Chapter Executive, Livingston County Chapter, Howell, Michigan

General Statement of Duties

The Community Chapter Executive (CCE) is responsible for representing the American Red Cross in the community. Working in conjunction with regional leadership, the CCE will focus externally on core mission delivery, fund raising and being the face of the Red Cross for the community, donors and the media. The CCE will partner with a high-profile, community-focused Board of Directors to create awareness and community support for the American Red Cross.

Qualifications:

- College degree in Business, Communications or Non-Profit Management or relevant equivalent experience required.
- Demonstrated experience and willingness to assess, plan and actively lead implementation of fund raising strategies required.
- Demonstrated success in Major Gift fund raising required.
- Excellent public speaking and written communication skills required.
- Excellent interpersonal skills and demonstrated ability to work in a collaborative team environment required.
- Current or prior service with the American Red Cross desired.

Working Conditions

- Ability to work in a normal office environment.
- Ability to travel independently throughout the Central and Northern Michigan Region during daytime and evening hours.
- Ability to conduct business over the telephone and computer.
- Ability to work irregular or extended hours as necessary.

Please state your interest in this position no later than August 26, 2011 by sending a current resume and salary history to:

**Mid-Michigan Chapter
American Red Cross, Attn: Terry Vandlen
PO Box 30101, Lansing, MI 48909
tvandlen@midmichiganredcross.org**

The American Red Cross is an Equal Opportunity Employer