

**Mission**

To grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

**POSITION DESCRIPTION**

***JOB TITLE***: Director of Development, Greater Nebraska Region (55 counties)

***OFFICE LOCATION:*** Make-A-Wish Nebraska Kearney Satellite Office

***REPORTS TO:*** Vice President of Development

***STATUS***: Exempt, Full-Time

# *GENERAL STATEMENT OF RESPONSIBILITIES:*

This position reports to the Vice President of Development. This position is accountable for all areas of fundraising/development activities for the Greater NE region, including Major Gifts, Corporate Giving, Internal/External Events, Planned Giving, etc. This position works closely on development and marketing/communications strategies with the CEO, VP of Development, Lincoln Program Director, and the Board of Directors. This position supervises the Regional Program Coordinator - Kearney

# *POSITION QUALIFICATIONS*:

* 5-7 years’ proven development experience in the Greater Nebraska region
* Relevant experience pertaining to public relations/communications
* BA/BS in business, marketing, non-profit fundraising or related field
* A broad understanding of the principles of fund raising
* Demonstrates exceptional communication skills both written and oral
* Must have experience with public speaking and be comfortable with multiple audiences including media
* Proficient in computer skills including Microsoft Office products and donor software (Raiser’s Edge and/or Salesforce preferred)
* Must be a self-starter and possess ability to work independently and possess effective organizational skills to manage and prioritize responsibilities
* Demonstrates a commitment to the mission of and passion for the work of Make-A-Wish
* Has the ability and willingness to travel for the position, including evenings/weekends

# *DUTIES AND RESPONSIBILITIES:*

* Establish with the VP of Development the development plan, strategies, programs and goals for the Greater NE region.
* Implement a comprehensive fundraising and development plan for the Greater NE region with detailed and corresponding strategies that are consistent with development efforts within the Chapter
* Supervise the Regional Program Coordinator - Kearney
* Execute Chapter stewardship program and processes, steward donor relationships to increase the base of support from current and potential donors in the Greater NE region
* Solicit, cultivate and manage donor relationships with individuals, corporations, foundations, schools and other entities consistent with the Chapter’s annual fundraising goals, strategic plan and mission
* Utilize the features of Raiser’s Edge in providing a moves management approach to donors and prospects
* Manage procedures to ensure effective collecting, acknowledging and follow-up on all gifts received in the region
* Manage and oversee all functions of the Kearney Friends Council and the events they host
* Oversee and implement all aspects of the annual Kearney Dinner and Auction working collaboratively with the Kearney Friends Council and the Regional Program Coordinator - Kearney
* Oversee External and other events, working collaboratively with the Regional Program Coordinator - Kearney
* Ensure that a positive image and consistency of message is maintained through all internal and external communications; serve as a speaker when appropriate.
* Solicit pro bono media space and/or air time.
* Write and produce communications pieces as needed (speeches, invitations, copy, etc.)
* Operate within the Make-A-Wish Foundation’s standards, policies, guidelines and procedures.
* Perform other duties and responsibilities as assigned.

To apply for this position, please send cover letter, resume and salary requirements to Linda Hogrefe, Make-A-Wish Nebraska, [lhogrefe@nebraska.wish.org](mailto:lhogrefe@nebraska.wish.org) by May 15, 2020.