|  |  |
| --- | --- |
| **Job title:** Regional Development Director | **Location:** Rochester, NY |
| **Reports to:** Regional Director, Western New York (WNY) |
| **Supervisory Responsibilities:** Rochester Development Coordinator, Intern(s) and Volunteer(s) |
| **Type of position:** **Full-time**  **Part-time**  **Intern** |  **Exempt** **Nonexempt** |
| **Position Overview:**The Regional Development Director (RDD) is an essential leadership position accountable for the management of the Rochester Office and all regional fundraising activities to support the Make-A-Wish mission, achieve chapter objectives, and ensure ongoing growth. The RDD helps to set strategic priorities and direction and works in concert with the WNY region and Metro & WNY Chapter team to develop plans and implement proven and innovative strategies to grow philanthropic investment and support, enhance individual relationships, engage important constituency segments, and expand/deepen affinity for and understanding of Make-A-Wish in the Greater Rochester region (9 county area). |
| **Essential Job Functions:****Leadership & Strategic Responsibilities*** Establish strong, constructive relationships with Regional Director, WNY and the Chapter’s Executive Team, department heads, staff, regional boards, volunteers, donors and community leaders.
* Manage and work in collaboration with current and emerging volunteer leaders, including Rochester Advisory Board (RAB), New Leadership Council (NLC) and Gala Executive Committee to help strengthen effectiveness, further develop capacity (including recruitment), and maximize impact on the mission. Encourage innovative thinking and a future focus in each group’s deliberations. Facilitate communication and collaboration among Make-A-Wish volunteer groups and key constituents.
* Translate organizational strategic goals into achievable steps to set the direction for regional activities.
* Demonstrate initiative and work as a team player across the region and chapter including working collaboratively with other departments to ensure all aspects of the mission are best served.
* Maintain a flexible work schedule to meet the demands of community activities or
 |

events.

* Provide exceptional onboarding to new employees, professional growth strategy for existing employees and course corrections when necessary.

# Fundraising Responsibilities

* Strengthen the culture of philanthropy by leading & engaging staff, volunteers, & Board members in fundraising efforts to expand community outreach through measurable relationship building strategies.
* Drive continuous improvement within the region and employ best practices. Increase revenue annually by a percentage determined each year and generate new revenue sources.
* Manage a personal portfolio of high-level individual, corporate and foundation prospects.
	+ Help develop an individual donor engagement/major gift strategic plan, including donor cultivation/stewardship strategies for existing donors and prospects.
	+ Expand relationships with Foundation contacts in order to secure grant funding. Coordinate necessary information for grant proposals.
	+ Leverage board members networks and relationships to engage prospects, expand and diversify the donor pipeline.
* Collaborate with the Chairs of Advisory Board and New Leadership Council to:
	+ Establish annual objectives, work plans, and timelines, in alignment with

Chapter’s objectives, Board priorities and the formal charge.

* + Ensure members’ compliance with MAW’s volunteer leader financial, training and conflict of interest policies.
	+ Schedule meetings, develop meeting agendas, document meeting notes and prepare for meeting dynamics, especially complex or controversial issues.
* Lead planning of annual Gala
	+ Manage performance of volunteer Executive and Auction Committees.
	+ Identify event chair and work with the team on choosing honorees, keynote speaker, wish families and mission engagement moments.
	+ Work with Finance, Marketing, and Volunteer Resources to plan resources relevant to event.

|  |
| --- |
| * Promote non-cash and in-kind contributions to reduce expenses.
* Maintain accurate records for fundraising and advancement initiatives: batch validations, Raiser’s Edge (RE) actions, acknowledgements, etc.
* Oversee and mentor Rochester-based Development staff.

**Additional Responsibilities*** Act as spokesperson and face of Make-A-Wish in the Greater Rochester nine county region as needed working in concert with Regional Director and Senior Manager, Brand & Communication. Ensure that staff and/or volunteers representing MAW at other events are appropriate representatives.
* Develop high-level relationships within regional footprint to enhance visibility.
* Ensure that public awareness initiatives support the overall regional strategy. Work with Brand and Communications to identify opportunities through speaking engagements, tv/radio interviews, press releases, events, social media, etc.
* Oversee all regional office operations and ensure that activities follow Chapter policies and procedure. Work with colleagues to train employees/volunteers/interns to manage daily office tasks. Tasks include: answer phones, field questions, point of contact for volunteers and public visitors, daily deposits, etc. When volunteers are not available, the Regional Director or Development Coordinator fills in.
* Prepare annual budget for regional office based on forecasting revenue and expenses. Monitor budget performance throughout year.
 |
| **Qualifications*** Bachelor’s degree and 7-10 years of successful development/marketing experience

required. Master’s degree or CFRE preferred.* Ability to work autonomously in a changing environment while keeping the Regional Director, WNY and Chief Executive Officer appropriately apprised of issues, problems, opportunities and progress.
* Management style that promotes teamwork, enhances creativity and motivation, facilitates communications and builds consensus.
* Ability to model professionalism with consistency.
* Extensive fiscal knowledge and analytical ability of financial data.
* Ability to collaborate and coordinate work across different departments of the

organization while keeping each department’s priorities in mind. |

|  |
| --- |
| * A positive attitude, creativity and flexibility; ability to tolerate ambiguity and manage change; an entrepreneurial perspective with a focus on growth/building.
* Expertise working with boards, committees, leadership and community volunteers.
* Strong oral and written communication skills to produce effective written materials.
* Excellent planning, decision-making and customer service skills.
* Commitment to the mission, values and a passion for the work of Make-A-Wish.
* Valid driver’s license and reliable transportation.

**Physical Demands:**The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job.Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.* Physical Demands: While performing this job employees may occasionally require to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.
* Work Environment: While performing this job employee is exposed to weather prevalent at the time with varying noise levels.
 |
| **Disclaimer**The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. |

# Please use the following link to apply:

<https://jobs.crelate.com/portal/remedystaff/job/tobug9eifqoe3re8kryngt7ixa/MAWDirector>