



**Job / Position Title:** Philanthropy Manager  
**Supervisor:** Director of Development  
**Status & Classification:** Full-Time & Non-Exempt

Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the United States and its territories. With the help of generous donors and nearly 400 volunteers, Make-A-Wish Central & Northern Florida granted 250 wishes last year.

### Position Summary

The Philanthropy Manager will serve as a front-line fundraiser, advancing relationships with individuals and organizations with the capacity to make a significant philanthropic investment in Make-A-Wish Central & Northern Florida. This individual will be responsible for managing a portfolio of individual gift and grant prospects; moving these prospective donors through the qualification and cultivation processes to successful solicitation; ensuring donors in the portfolio receive appropriate mission-guided stewardship; and collaborating with development colleagues and organization leadership.

### Duties and Responsibilities

- Create and manage a portfolio of a minimum of 150+ individual gift and grant prospects at various stages of their relationship with the organization.
- Identification of potential grant funding sources, as well as the preparation and writing of assigned chapter-wide grant proposals ensuring compliance with granting agency and organization policies.
- Collect, analyze, and report on the performance of program activities funded.
- Track and create a calendar of grant opportunities – including deadline dates, required materials, submission status, and response.
- Devise and execute individual strategies for the identification, cultivation, solicitation, and stewardship of assigned portfolio with a heavy focus on face-to-face meetings.
- Secure annual fund level gifts from prospects not yet ready for major gift solicitation.
- Develop and manage relationships with new and existing individual donors, including internal event attendees, as well as individual family foundations
- Develop and implement projects/initiatives aimed at bringing new individual donor prospects into the organizations pipeline
- Work with CEO, Director of Development, Philanthropy Officer, and key volunteers to develop relationships in support of the Make-A-Wish mission.
- Recognize donors and drive new and increased levels of giving through gift societies including the W.I.S.H. (Women Inspiring Strength & Hope) Society P2P fundraising initiative and the Circle of Hope multi-year commitment program.
- Recruitment and cultivation of participants for annual W.I.S.H. Society initiative, managing all elements and support needs of the program in the Central region.
- Plan and execute all details for the W.I.S.H. Society Luncheon and any associated wrap-around events.
- Proactively promotes monthly giving within the portfolio as a meaningful way to support the chapter
- Establishes relationships with lapsed donors to re-engage support
- Develops intentional, creative, and cost-effective stewardship initiatives
- Support donor recognition activities and events which have a strategic impact on the success of organization-wide priorities
- Manage administrative responsibilities, including timely completion of proposals, pledge and commitment documents, documentation of individual prospect strategies, and evaluation of new prospects; stewardship reports; and general correspondence
- Utilize the features of Raiser's Edge in providing a moves management approach to donors and prospects, continuously summarizing face-to-face visits, outreach, communication, and proposal details
- Assist with other duties as assigned

## Knowledge and Abilities

- Exceptional research, writing, editing, and proofreading skills, preferred experience specifically in grant writing.
- Highly motivated, goal-oriented self-starter with the ability to prioritize and manage multiple tasks and responsibilities; a team player who can work independently and as part of a team
- Ability to effectively work in a demanding, fast-paced, and deadline-based environment
- Able to efficiently develop and coordinate a variety of activities and programs, working effectively with other staff, volunteers, interns, and donors
- Experienced in a team setting, ability to work well with others, with strong communication skills
- Excellent organizational skills and attention to detail, as well as the ability to manage time and adhere to deadlines
- Evidence of strong initiative, self-direction, flexibility, and ability to complete tasks in a timely manner
- Works independently and thrives in a results-oriented culture of accountability.
- Excellent written communication skills required
- Ability to lift 40 pounds
- Willingness and ability to perform all other duties as assigned, including weekends and evenings as needed

## Desired Qualifications

- Bachelors degree required
- Minimum experience of three years in development with a demonstrated track record of developing donor relationships
- Proven success in proposal writing and grant solicitation and reporting/stewardship.
- Demonstrated ability to form and leverage relationships with prospects and donors
- Must possess an outgoing and positive personality, collaborative working style, and an enthusiasm for building bridges between and among key stakeholders
- Must be able to clearly articulate the case for supporting Make-A-Wish Central & Northern Florida (one-on-one and in audiences of all sizes)
- Possess integrity, maturity and ethical awareness; ability to handle sensitive information and maintain strict confidentiality.
- Must be willing to travel within the chapter territory
- Proficient in computer skills including Microsoft Office products and donor software (Raiser's Edge and/or Salesforce preferred)
- Commitment to the Make-A-Wish mission

## Working Conditions

This position is in Maitland, FL. The position requires the individual to work in an office environment in a shared office space. The individual must have the ability and willingness to travel throughout the chapter (25-30%), including Northeast and Northwest Florida. Incumbent must be willing to work some nights/weekends as needed.

## Rewards and Benefits

- Comprehensive benefit package: Medical, Vision, Dental
- 100% employer paid for employee: Long Term Disability and Life Insurance
- Annual incentive potential
- 401(k) Retirement Savings Plan: up to 3% Match
- 15 PTO days, 10 Paid Holidays, and 2 Personal Days
- Maternity and Paternity Leave
- Quarterly Team Outings
- Summer Fridays
- Individual and Leadership Development
- Employee Rewards and Recognition Programs

## Join Our Team of Inspired People Transforming Lives

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.

**For immediate consideration, please send a cover letter, resume , and salary requirements to Krista Zagales at [kzagales@cnfl.wish.org](mailto:kzagales@cnfl.wish.org).**