



Title: Development Director, Special Events

Reports To: Chief Development Officer

The Development Director, Special Events is a highly collaborative, proactive, resourceful professional who provides expertise, guidance, and oversight of Make-A-Wish® Greater Los Angeles (MAWGLA) signature events and other projects. This position works closely with the Chief Development Officer, CEO, and Development team to plan and execute successful events that engage and steward individual donors, corporate partners, and board members.

The Development Director will manage and expand special event programs along with securing corporate sponsorships that build and strengthen relationships for MAWGLA. Building increased corporate, individual, volunteer, and other community involvement will ensure MAWGLA sustainability and fulfillment of the Make-A-Wish mission.

Responsibilities:

- Serve as lead for MAWGLA signature events – Walk for Wishes, Trailblaze, Wish Gala, and Poker Night – ensuring logistical and fundraising success
- Empower individual and corporate partners who offer to make MAWGLA the recipient of their fundraising activities (3rd party events), determining the potential outcomes of each event and managing staff involvement
- Create and implement an annual donor stewardship plan, managing a portfolio of corporate sponsors as well as individual event donors/fundraisers
- Supervise one full-time employee and seasonal interns who will assist in logistics and donor engagement
- Develop sponsorship packages tailored to meet the needs of prospective donors and corporate partners
- Identify, recruit, cultivate, and steward leadership committees for events and other development initiatives, including Young Professionals Council (YPC)
- Interface with the MAWGLA Board of Directors and other members of the Make-A-Wish individual donor network to leverage their corporate contacts, securing introductions for event sponsorship and activation
- Work closely with MAWGLA marketing/communication team to develop event marketing collateral, broadcast media opportunities, social media advertising, as well as other publicity targets
- Formulate and lead short- and long-term plans for event program growth
- Utilize fully all event online tools (Luminate Online, AES, Raiser’s Edge, etc.) supporting fundraising efforts
- Work closely with Community Engagement staff and volunteers to help build and strengthen donor and event participant pipelines
- Prepare and manage events budgets, track event expenditures (including monitoring of check requests, deposits, invoicing, and reporting), and provide on-going financial progress reports for each event
- Participate in staff and volunteer meetings representing objectives and needs for assigned duties
- Represent the best interests, professionalism, and integrity of MAWGLA in all activities and relationships and a commitment to organizational standards and leadership by personal example
- Perform other duties assigned by CDO

Qualifications

- A bachelor’s degree is required
- 5-7 years minimum experience in non-profit development and event fundraising (logistics as well as donor identification, cultivation, solicitation, and stewardship)
- Strong understanding and comfort level in corporate marketing, social media, and event management

- Superior written and oral communication skills with the ability to engage donors through the Make-A-Wish mission
- Candidate must be a self-starter, initiative-taker, highly organized, and detail-oriented with the ability to work independently as well as in a team environment
- Ability to effectively manage time and work priorities and multi-task
- Superior presentation skills
- Excellent interpersonal skills and strong ability to build and maintain relationships
- Professional and polished image with a comfort in dealing with all levels of donors and volunteers
- Strong computer skills (Microsoft Word, Access, PowerPoint, Excel and Outlook) and fundraising database management skills, preferably Raiser's Edge
- Local travel as well as evening and weekend work required as needed

Interested applicants should email cover letter, resume and salary range requirement to: hr@la.wish.org