

Make-A-Wish[®] Alaska & Washington
JOB DESCRIPTION

Job Title: Wish Coordinator
Full-Time, Non-Exempt Position

Reports To: Wish Manager

Job Summary: Coordinate and oversee program functions related to the delivery of a quality wish experience. Coordination includes project management of wish events, administering program-related activities, managing interns and volunteers, building and cultivation of community partnerships, and upholding the policies and procedures established by the national and regional offices of Make-A-Wish.

VOLUNTEER & PROGRAM MANAGEMENT – 95%

- Oversee project management of wishes and wish assists as assigned.
- Approve expenses related to wishes and authorize cash expenditures up to \$4000.00 per wish.
- Procure in-kind donations, and support volunteers in their efforts to do the same to support wish granting to meet cash to in-kind goal.
- Ensure that Make-A-Wish liability is minimized by obtaining appropriate signatures, releases and approvals for each wish project.
- Complete financial reporting for wishes and wish assists and ensure that volunteers have completed all required paperwork within 30 days of completion of wish.
- Develop processes to improve, streamline and document wish delivery for assigned wish projects.
- Provide 24-hour emergency phone coverage on pending wishes, as needed.
- Manage local resources and steward relationships with local vendors for wish assists and wish enhancements.
- Manage wish granting volunteers through completion of each wish project.
- Communicate all exemplary and inadequate volunteer performance to the Volunteer Manager.
- Create meaningful work experience, mentorship and training for Administrative Volunteers and Interns.
- Other duties as assigned.

MISSION ADVANCEMENT & COMMUNICATIONS – 5%

- Procure auction items for fundraising events approaching relationships maintained through role at Make-A-Wish.
- Provide professional representation on behalf of Make-A-Wish at events and promotions as needed.
- Maintain and utilize all professional relationships for the advancement of Make-A-Wish.
- Collaborate with Communications & Marketing to identify appropriate wishes for media opportunities.
- Present Wish Inspiration at Board of Trustee meetings, as assigned.

QUALIFICATIONS

- BS/BA or equivalent combination of education and work experience.
- 1 or more years of related work experience.
- Ability to manage a wide variety of individual projects and meeting deadlines.
- Proven ability to work effectively under stress in a collaborative, team-oriented organization.
- Highly organized and task-oriented.
- Excellent computer, communication and presentation skills.
- Project management skills highly desirable.
- Customer service experience highly desirable.

Western Washington

811 First Avenue
Suite 620
Seattle, WA 98104
P. 800.304.9474

Eastern Washington

104 S. Freya Street
Green Flag Bldg, Suite 210
Spokane, WA 99202
P. 888.790.7005

Alaska

430 W. 7th Avenue
Suite 110
Anchorage, AK 99501
P. 844.510.9474

- Respects, values and contributes to the organization's commitment to inclusiveness and diversity.

PHYSICAL REQUIREMENTS

- Ability to sit and utilize computer for long periods.
- Physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead.
- Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.
- Physical ability to navigate moderate distances such as at a concert or sporting venue.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

This will be a full-time, non-exempt employment position working approximately 40 hours per week which may include occasional nights and weekends. Compensation is dependent upon experience. Make-A-Wish also offers a competitive benefits package.

To apply, email resume and cover letter to jobs@akwa.wish.org by January 18, 2021 at 5pm.

No phone calls, please.