



Make-A-Wish Foundation® of Wisconsin Position Description

Together, we create life-changing wishes for children with critical illnesses.

JOB/POSITION TITLE: Regional Coordinator (Part Time Contract Position)

Reports to: Regional Director

Classification: Part-time (average 20+ hours per week); non-exempt

POSITION SUMMARY:

The part-time Regional Coordinator serves as support within the 11-county region of Northeastern Wisconsin in areas of fundraising, marketing and public relations. This position will work collaboratively as part of the Make-A-Wish Wisconsin team in Appleton, WI.

JOB DUTIES AND RESPONSIBILITIES COULD INCLUDE:

- General office support including answering/handling phone calls.
- Support all internal fundraising events through planning details, tracking donations and overall organization.
- Conduct outreach to secure and retain in-kind donors providing food, drink, entertainment and other enhancements in support of each signature event.
- Communicate with wish families about opportunities to get involved with our internal and external events.
- Secure, support and retain current and potential external fundraisers.
- Support recruitment, meeting facilitation & fundraising initiatives for a young professionals' group.
- Support all internal and external fundraising events as needed and assist with all other duties as assigned.

QUALIFICATIONS

- Ideal candidate must be a self-motivated, detail-oriented professional. Previous non-profit and/or volunteer coordination and fundraising or event planning experience helpful.
- Successful candidate must possess excellent verbal, written, organizational, interpersonal communication and presentation skills. Ability to manage multiple tasks is essential.
- High level of competence using the Microsoft Office suite products including Microsoft Word, Excel, Power Point and Outlook. Knowledge of Raiser's Edge desired, but not required.
- Outgoing, friendly personality with the ability to represent the Foundation and its mission with respect and dedication. Must be able to interact with diverse groups of donors, volunteers and wish families effectively.
- Must have reliable transportation, the ability to lift up to 25+ lbs and be willing to work occasional evening and weekend hours as required.

Please submit your cover letter, resume, list of three professional references and salary requirements to:
Kris Teofilo, Make-A-Wish Wisconsin Northeastern Wisconsin Regional Office, 100 W. College Ave.,
Suite 50E, Appleton, WI 54911 or kteofilo@wisconsin.wish.org.