



Job Description

Development Manager – Full-time exempt position

Make-A-Wish Southern Florida seeks an experienced manager with a proven track record to manage its non-event development efforts. The Development Manager must have experience in building and cultivating strategic relations, donor relations and management skills.

The Development Manager will be responsible for building Make-A-Wish's presence through local and national relationships. Responsibilities will include, but are not limited to:

- Develop a strategic approach to building individual and corporate support for the foundation.
- Identify prospects for and research new sponsors/individual donors.
- Oversees our National Corporate Partnership program.
- Solicits new and existing corporations for their interest in developing a partnership with Make-A-Wish (fundraising, volunteering, sponsorship, and awareness)
- Oversees our individual giving programs
- Attends networking functions to develop relationships with potential donors
- Manages the "ask" process for internal events
- Makes oral presentations on behalf of Make-A-Wish
- Manages the overall performance and involvement of development staff
- Oversees the processing of all donations from corporations (including matching gifts) and individual donors (excluding major gifts) including thank you letters and recognition
- Attends after hours events relating to networking and cultivation of existing and new relationships
- Keeps current development trends through continuing education and community involvement
- Works on any other projects and/or events deemed important by the President/CEO, V.P of Mission Resources or the Director of Development

Qualifications:

The following requirements represent the knowledge, skill and ability necessary to perform this job successfully:

- Bachelor's degree with 5+ years of work experience
- Ability to manage multiple projects and work assignments from a variety of staff and vendors
- Ability to accomplish projects with little supervision
- Successful experience creating and executing market plans and strategies
- Proficiency using Microsoft Word, Excel, PowerPoint, Access and Outlook. Raiser's Edge experiences a plus