Make-A-Wish® Wisconsin
Position Description

Job/Position Title: **Regional Coordinator**
Reports to: Senior Regional Director
Classification: Full-time; Exempt

POSITION SUMMARY:
The Regional Coordinator serves as support within the 11-county region of Northeastern Wisconsin in areas of fundraising, event planning, public relations and community awareness. This position works collaboratively as part of the Make-A-Wish Wisconsin team.

JOB DUTIES AND RESPONSIBILITIES:

- **Administrative Assistance:** General office support including answering/handling telephone calls, donor correspondence, keeping office organized and running efficiently, etc.

- **Fundraising Support:**
  - Supports all internal fundraising events through planning details, tracking donations and overall organization.
  - Conducts outreach to secure and retain in-kind donors providing food, drink, entertainment and numerous other enhancements in support of each signature event. Develops relationships and manages event communication with in-kind donors.
  - Supports Make-A-Wish storytelling by securing wish kids to participate in various opportunities through our internal and external events.
  - Secures, supports and retains current and potential external fundraisers by proactively reaching out to prospective and past supporters, offering support and follow-up. Represents the Foundation at events, promotions and speaking engagements as appropriate.
  - Secures, supports and retains current and potential Wishmakers on Campus and Kids for Wish Kids programs within the Northeast Wisconsin region, while supporting statewide initiatives.
  - Manages recruitment, meeting facilitation and fundraising initiatives for Northeast Wisconsin's young professionals' group Young Wishmakers of Wisconsin.
  - Manages the Northeast WI Intern Program - recruiting, interviewing, onboarding, training and planning throughout the internship.
  - Assists in managing key relationships in our database, reports, tracks external fundraiser results and provides follow-up internally and externally.
  - Supports all internal and external fundraising events as needed and assists 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 is a plus.
- 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.
- 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 and list of three professional references to: Kris Teofilo via email at kteofilo@wisconsin.wish.org or send them to Make-A-Wish Wisconsin, 200 E. Washington St., Suite 2F, Appleton, WI 54911.