



POSITION TITLE : Associate Director of Business Development-Kansas

Department: Business Development (Fundraising)
Reports To: Regional Director of Business Development – Kansas City/Kansas
Classification: Exempt
Supervises: N/A
Location: Wichita/Western Kansas Region

Position Summary:

The Associate Director of Business Development performs duties to support the fundraising efforts of Make-A-Wish® Missouri & Kansas. The position is responsible for a portfolio of accounts and serves as the primary liaison for fundraising programs that support the Chapter's revenue goals in the Wichita and Western Kansas region, primarily focused implementing integrated fundraising strategies to develop holistic & personalized partnerships that engage individual contributors, corporations & their employees, community groups, and executives.

Job Responsibilities:

- Solicitation of support for Chapter programs in the region with a revenue target of approximately 725,000 annually
- Research to identify new donors/supporters and qualify them through traditional prospecting practices to move them through donor continuum
- Creation of multi-faceted, personalized partnerships that align with donor's philanthropic priorities
- Diligent stewardship of donors/supporters to connect Make-A-Wish Missouri & Kansas with donor interests as well as support/fulfill their fundraising needs
- Cultivating past supporters and re-engaging lapsed donors/sponsors
- Collaborating in the development and execution of all fundraising strategies to achieve Chapter financial goals

Job Duties:

- Evaluate current and past efforts as related to events and/or programs;
 - Develop a plan for increased revenue streams to support the Chapter's long-range strategic goals.
 - Explore the various activities and needs of donors to encourage support from new contributors and recommitment of prior contributors.
- Recommend fundraising priorities according to a 12-18 month cycle and work with the Regional Director to ensure goals are met.
- Assist in developing an annual, comprehensive development calendar that includes detailed explanations and plans for each fundraising activity.
- Manage and lead the annual fundraising event for the region alongside a team of local executives leaders as well as internal support roles.
- Assist in the development of a department budget and in monitoring expenditures as they pertain to assigned fundraising events and/or programs.
- Solicit, cultivate and sustain relationships with organizations, corporations and individuals to address changing giving trends; present findings to the Regional Director
- Conduct a minimum of 8 field visits per week.
- Work with regional leadership to identify and cultivate new donor partnerships.
- Meet with departmental team on a regular basis to discuss departmental progress and any current issues and trends.
- Collaborate with Make-A-Wish internal teams to ensure fulfillment of donor recognition.
- Input interactions/activities from assigned portfolio into database.

Recommended Requirements:

- Bachelor's degree in business or related field.
- Minimum two (2) years' experience working in development, fundraising or sales with a proven record of success
- Minimum of one (1) year experience in non-profit or public agency management.
- Demonstrated knowledge of board committee functions and management of volunteer leadership teams
- Working knowledge of non-profit fiscal management
- Demonstrated ability in public speaking, clear and effective written and oral communications skills and effective negotiations skills.
- Proven ability in fundraising, coordination of events, corporate giving programs and fund development.
- Working knowledge of CRM/Database
- Must have reliable transportation.

Compensation and Benefits:

- Competitive salary; commensurate with experience and education
- Excellent benefits package

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, drive, use hands and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.