Fundraising Partnerships Coordinator
Job Description

Reports to: Chief Development Officer (CDO) Full-time, non-exempt position

Job Summary
The Fundraising Partnerships Coordinator recruits, inspires, facilitates, and coordinates an ever-shifting portfolio of outside fundraisers including individuals, clubs, committees, and companies who conduct their own fundraisers to benefit Make-A-Wish San Diego (MAWSD). The Fundraising Partnerships Coordinator meets revenue goals by developing relationships within the community, providing access to MAWSD's mission, and collaborating with staff and volunteers.

Essential Functions
- Meets or exceeds annual cash and in-kind support goals.
- Secures new, and manages existing relationships with external events partners, ensures that all agreed-upon deliverables are met, and maintains strong levels of communication around external events with partners, other staff, and volunteers.
- Helps external partners achieve/exceed their fundraising goals.
- Creates and helps manage Wish Your Way pages for external events.
- Supports external committees that work to benefit MAWSD, such as the Emerging Leaders Council and Amazing Race, as follows:
    - Serves as their MAWSD liaison, ensuring that the committees have adequate marketing and communications assistance, appropriate staff and volunteer support, and a strong connection to the organization's mission, and approving use of MAWSD marks.
    - Ensures that the funds raised through these groups is secured for MAWSD.
- Facilitates and where necessary co-facilitates national corporate partnerships and ensures local execution/engagement/deliverables, as needed and appropriate.
- Facilitates all MAWSD license agreements and secures President/CEO approval.
- Collaborates with other staff members to review and develop new deliverables for external partners, as needed.
- Represents MAWSD to a wide variety of audiences through speaking opportunities and by providing excellent customer service.
- Communicates external partnership activities and donor information with the entire MAWSD team and through timely record-keeping in Salesforce.
- As appropriate, delegates tasks to designated staff, interns, and volunteers. Coaches other staff, interns, and volunteers on facilitating partnerships, as needed.
- Other duties, as assigned.

Qualifications
- BA/BS degree or year-over-year working experience in related field
- 1-3 years of experience in successfully developing nonprofit relationships
- Bilingual Spanish/English preferred
- Must be able to work evenings and weekends
- Ability to build and manage relationships with people from a variety of backgrounds, cultures, and perspectives effectively, including in difficult circumstances

- Goal- and detail-oriented
- Self-motivated and proactive
- Demonstrated success in closing gifts, preferred
- Excellent verbal and written communication skills
- Strong public speaking skills
- Professional and high-quality customer service skills, with both internal and external constituents
- Ability to listen effectively
- Intellectual curiosity
- Strong organizational, analytical, multi-tasking, and coordinating abilities
- Strong problem-solving abilities and decision-making skills
- Experience working with volunteers preferred
- Professional presentation
- Ability to handle sensitive information with a high level of confidentiality
- Strong database skills, familiarity with Salesforce a plus
- Must have a valid driver's license and auto insurance
- Must have a working cell phone
- Ability to lift 20 lbs. or more

Compensation: This is an hourly position at a pay rate of $22.79/hour ($47,400/year) and includes a comprehensive employee benefits package.

To apply: Please send resume and cover letter to Danielle Lopez at dlopez@sandiego.wish.org by October 27, 2023

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity and expression, sexual orientation, disability, perceived disability, and other legally protected characteristics.