



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

JOB ANNOUNCEMENT

Development Manager – Full Time/Exempt
Make-A-Wish Orange County and the Inland Empire®
Salary Range: \$64,480-70,000

The Development Manager is an integral member of the Make-A-Wish team and crucial to our efforts in generating awareness around our mission to deliver life-changing wishes to our Wish Kids and their families within Orange, Riverside and San Bernardino counties. This position is responsible for managing a portfolio of donors and the execution of internal and external fundraising events. S/he will report to the Chief Development Officer, collaborate with colleagues within the Development Team, as well as engage with our Wish Team and volunteers throughout our chapter. We are looking for a passionate and experienced leader willing to pursue innovative fundraising strategies to achieve our vision of granting the wish of every eligible child.

Essential Job Functions and Responsibilities:

Fundraising and Chapter Support

- Accountable for the achievement and year over year growth of a revenue target based on annual goal and industry standard with a portfolio of priority relationships, account management, fundraising activities, and events.
- Manages a portfolio of 100+ relationships with current local and national corporate donors and prospects at various stages of cultivation cycle from identification through solicitation and stewardship in partnership
- Help grow and secure in-kind support of goods and services.
- Develop and executes a detailed Annual Plan that is integrated with the Development Team's Annual Plan and the organization's Strategic Plan to ensure all revenue targets are met within budget.
- Work with Database Manager to effectively track event donors, funds, and guests in donor database.
- Tracks prospect/donor activity in official CRM- correspondence, phone calls, meetings, cultivation events, acts of stewardship (gifts, lunches, information packets) and revenue generation against budget.
- Collaborate across departments to build positive relationships, boost the culture of philanthropy, understand strategic initiatives, capture compelling fundraising opportunities, and achieve goals.
- Manage multiple priorities, including recording and tracking all donor data, maintaining database, and ensuring documentation is completed in a timely fashion.
- Create and/or update policies, practices and SOPs related to areas of responsibility.
- Assist with assessment of annual budgetary needs for areas of responsibility.
- Manage all administrative and operational processes in accordance with Chapter standards, policies and practices, as well as MAWFA Performance Standards and Guidelines.
- Advise direct supervisor of matters of importance relating to areas of responsibility and ensure organization integrity.
- Other duties as assigned. Work with the Leadership Team to ensure that the vision for events is executed.
- Work with Chapter team to provide event information to new and existing donors to maximize event revenue, guest experience, and major donor engagement.
- Solicit cash, ticket sales, auction items, in-kind, and sponsorships for internal events.
- Ensure donor and sponsor recognition is incorporated optimally and promised recognition is delivered.
- Build and manage event committees to develop goals and objectives, set agendas, facilitate meetings, and lead committees towards successfully completing the established goals and objectives.
- Attend events to coordinate event-day logistics and speaking engagements, as needed.

Job Skills and Qualifications:

- Bachelor's Degree or higher.
- 3-5 years of nonprofit fundraising and/or project/event management.
- Project management experience, including use of third-party software such as Monday, Microsoft Planner, etc.
- Proven leadership experience and ability to work collaboratively to ensure strong departmental and chapter structure.
- Excellent organization, analytical skills, and attention to detail.
- Excellent verbal and written communication skills to clearly communicate with all employees, interns, volunteers, donors, the Board of Directors, and leadership.
- Ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority.
- Proven aptitude for proactive customer service, "thinking out of the box", and effective problem solving.
- Ability to maintain confidentiality.
- Availability to work a flexible schedule (some weekends and evenings are required).
- Proficiency in Microsoft Office Suite and CRM databases, Salesforce preferred
- Ability to speak, read, and write in English.
- Requires a passion for and commitment to the work of Make-A-Wish.
- Requires reliable transportation within Orange, Riverside and San Bernardino Counties.
- Requires the ability to lift 25 pounds in and out of a vehicle and sit and work at a computer or stand for periods of time.

Working safely is a condition of employment. Make-A-Wish Orange County and the Inland Empire is a drug-free workplace. The employee will be expected to work the hours necessary to meet the position requirements.

Make-A-Wish Orange County & the Inland Empire is committed to championing diversity, equity, and inclusion, fostering an organization that is accessible and welcoming. Make-A-Wish is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Make-A-Wish Foundation is committed to providing reasonable accommodations, as required by law.

