



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

## **JOB ANNOUNCEMENT**

**Senior Development Manager – Full Time/Exempt**  
**Make-A-Wish Orange County and the Inland Empire®**  
**Salary Range: \$64,480 – \$75,000**

At Make-A-Wish Orange County & the Inland Empire, we grant life changing wishes to children with critical illnesses. The Senior Development Manager is responsible for key focuses are on workplace giving, cause-marketing programs, corporate event sponsorship and corporate fundraising campaigns. We are looking for a passionate and experienced leader willing to pursue innovative strategies to ensure our mission to grant every eligible child's wish is realized.

### **Job Functions and Responsibilities:**

#### **CORPORATE GIVING**

- Accountable for the achievement and year over year growth of a revenue target based on annual goal and industry standard (\$1 million+) with a portfolio of priority relationships, account management, fundraising activities, and events.
- Assist with assessment of annual budgetary needs for areas of responsibility.
- Help grow and secure in-kind support of goods and services.
- Manages a portfolio of approximately 75-150 relationships with current local and national corporate donors and prospects at various stages of cultivation cycle from identification through solicitation and stewardship in partnership
- Develops a multi-faceted approach for engaging businesses and prospects through corporate giving programs, sponsorships, workplace giving, fundraising programs and other opportunities through cultivation and stewardship
- Conducts prospect research and analysis on businesses, corporate foundations, identifying areas of philanthropic interest, giving history, and fit with Make-A-Wish mission
- Prepares pitches for prospects, toolkits for campaigns, and other decks for communication
- 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.
- Represents the Organization at fundraising events.
- Create and/or update policies, practices and SOPs related to 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 ensures organization integrity.
- Performs other duties as required or assigned.

### **Job Skills and Qualifications:**

- Bachelor's Degree or higher
- 5-7 years' experience in nonprofit experience and a successful track record in fundraising program management.
- Proven team leadership and ability to work collaboratively to ensure strong departmental and chapter structure.

- Experience and high-level comfort interacting with a diverse group of individuals - i.e., corporate leaders, community leaders and volunteers.
- 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, CEO, and other senior executives in a clear, business-like and respectful manner, which focuses on generating a positive, enthusiastic and cooperative work environment.
- 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.
- Experience in team-based, cross functional work environments.
- 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.
- Experience working with CRM databases, Salesforce preferred.
- Proficiency in Microsoft Office Suite.
- 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, the ability to lift 25 pounds in and out of a vehicle, 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.

**TO APPLY:**

Please apply with your resume and cover letter [here](#).

No phone calls please.