

Make-A-Wish® New Mexico

Job Description

Job Title: Director of Development (FT)

Reports to: President/CEO

Job Summary: The Director of Development for Make-A-Wish® New Mexico reports to the CEO. He/she is a key member of the Chapter's senior management team. He/she works closely with the CEO; the Board of Directors to secure the funds needed to advance the programs of Make-A-Wish New Mexico. As lead strategist for agency fund development, he/she will create and guide the implementation of a multi-year plan for increasing voluntary revenue to support the mission of the organization and enable the chapter to meet its growth goals. This is an exempt, salaried position. The Director of Development must be available to work nights, weekends, and some travel, when necessary, to fulfill their job responsibilities. The Director of Development serves to ensure that the policies and procedures established by Make-A-Wish are upheld.

Background: Make-A-Wish New Mexico seeks funding from a variety of sources to support the wishes granted to children living in New Mexico with critical illnesses. It receives no government funding. Philanthropic giving and cause-related marketing are the only sources of revenue for the Chapter. Success in fulfilling the mission and granting wishes of children with critical medical conditions is completely dependent on the effectiveness of the Chapter's development efforts.

Responsibilities

- Identify, cultivate, and solicit major gifts.
- Prepare CEO or Board members to solicit major gifts.
- Assist in the development of an annual operating budget.
- Ensure that gifts receive the proper stewardship including weekly tax letters.
- Recruit, onboard, and manage interns on a semester basis.
- In conjunction with the CEO, assist with board development and management including but not limited to tracking the Board Challenge.
- Identify and communicate to chapter leadership all potential opportunities and/or relationships that will increase our chapter's ability to raise funds and grant wishes.
- Serve as a liaison for fundraising groups that support Make-A-Wish New Mexico; including but not limited to Women's Circle of Wishes, Southern New Mexico Ambassadors, etc.
- Manages a portfolio of a minimum of 75 individual, major gift, foundation, and corporate prospects and identify a strategic cultivation plan for each prospect.
 - Ensure that information is updated and retained in SalesForce.
- Act as the primary point of contact for all external fundraising events and ensure that the Make-A-Wish logo and branding are used properly.
- Plan and oversee all aspects of internal fundraising events for the organization; including but not limited to Wine & Wishes, Annual Dinner, etc.
- Develop and oversee bi-annual solicitation letters.

- Oversee personal online giving pages.
- Oversee database management, ensuring that all gifts are entered correctly for coding, hard credits, and soft credits.
- Assist with the annual financial and compliance audits as needed, including but is not limited to providing documentation from events, in-kind forms, board giving, and coding on deposits.

Minimum Education Requirements

- Bachelor's Degree or higher in marketing, business, or non-profit fundraising. CFRE preferred.
- 3 to 5 years' experience in a similar, all-encompassing role is preferred.

Knowledge, Skills and Abilities Desired

- Have experience and a high level of comfort in dealing with a diverse group of individuals (i.e. corporate leaders, community leaders, government officials, agency leaders and volunteers)
- Have experience in team-based, cross-functional work environments with effective and respectful communication as a top priority.
- Possess the skills and experience to negotiate partnerships, strategic alliances, and collaborations especially with unusual or first-time partnerships.
- Be an entrepreneurial, creative, and a critical thinker.
- Act in a highly professional manner and be able to work successfully with a wide variety of constituents including donors, board members, wish families, volunteers, and professional consultants.
- Possess high levels of integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing nonprofit.
- Be able to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment.
- Have strong computer skills in Microsoft Office and Raiser's Edge database management software.

OFFICE LOCATION

Albuquerque, NM

SALARY and BENEFITS

\$60-\$65k/annual salary. Salary will be based on experience. 10 paid holidays annually; PTO, medical benefits, and 403b

POSITION TYPE

Full-Time, Exempt

Please submit a cover letter and resume to: magic@newmexico.wish.org . No phone calls please.