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**PHILANTHROPY MANAGER**

**Job Summary**

The Philanthropy Manager is responsible for creating and executing fundraising strategies and campaigns to engage and upgrade mid-level donors. This person will be a pivotal member of the team and will help grow our development program through implementation of a Mid-Level Donor Program, grant funding, appeals and campaigns, and portfolio management.

**The Successful Candidate**

The ideal candidate will be able to build and maintain effective relationships both internally and externally. Outstanding communication and people skills are essential. A strong work ethic combined with honesty and integrity is an absolute requirement as is a dedication to the mission of Make-A-Wish. A collaborative style will result in a strong departmental and chapter structure, ensuring success for all. The successful candidate will be someone who enjoys a strong team environment. To be successful as a Philanthropy Manager, this person should be a motivated, goal-oriented professional who is passionate about acquiring new donors and deepening relationships with existing donors.

**Position Responsibilities**

* Solicit, secure, and steward chapter donors to achieve annual revenue goals.
* Identify new revenue opportunities and advance relationships through a portfolio of mid-level individual and corporate donors and prospects.
* Implement and manage annual grants cycle and create and share proposals with funders.

**General**

* Adhere to all Make-A-Wish America performance standards and Make-A-Wish Connecticut internal controls, policies, and procedures, including maintenance of the Salesforce database.
* Represent Make-A-Wish Connecticut at the required internal and external events.
* Foster a culture of cooperation and collaboration among the various departments of the chapter.
* Maintain transparent reporting, information and records that are commensurate with a first-class organization.
* Demonstrate commitment to personal growth and development of self and team.
* Perform other duties as assigned.

## Knowledge, Skills, and Abilities Requirements

As with all members of Make-A-Wish Connecticut staff, the Philanthropy Manager must believe in the mission and vision of Make-A-Wish. They must model integrity, work to inspire colleagues and contacts, and strive to build a solid base of loyal donors. In addition, the Philanthropy Manager should:

* Have experience with portfolio management, lead generation, and a proven track record of setting and achieving revenue goals.
* Be a confident communicator who is comfortable engaging donors in a variety of ways.
* Possess an energetic, outgoing personality with a sense of humor.
* Be well organized, self-motivated and detail oriented.
* Have a collaborative work ethic with strong interpersonal and problem-solving skills.
* Possess high levels of integrity, trustworthiness, flexibility, compassion, and humor necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
* Be able to work with minimal supervision, to manage multiple priorities, and to work in a deadline and goal driven environment.
* Flexibility to work outside standard work hours and travel throughout the state.
* Must be proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook).
* Experience with Salesforce a plus but not a requirement

**About Us**

Make-A-Wish believes that a wish experience can be a game-changer for a child with a life-threatening medical condition. This one belief guides us in everything we do. It inspires us to grant wishes that change the lives of the kids and families we serve.

Make-A-Wish Connecticut is part of the nation’s largest and most well-established wish granting organization, with chapters and volunteers throughout the U.S. and abroad. The work of Make-A-Wish is accomplished by a volunteer governing board of directors, a paid staff of dedicated employees, and hundreds of dedicated volunteers.

Our local staff is dedicated to creating life-changing wishes for children with critical illnesses. We are committed to maintaining the Foundation’s vision of reaching every eligible child and making his or her one true wish come true.

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

**The Wishing Place**

* This position is an on-site role at Make-A-Wish Connecticut’s Wishing Place in Trumbull, CT.
* On-site amenities include a half-court basketball court, putting green, walking track, interactive games, unlimited ice cream, decks overlooking the ponds, and regular opportunities to experience a wish firsthand.