

Make-A-Wish® Oregon

POSITION TITLE: VICE PRESIDENT OF DEVELOPMENT

Date Revised: January 2024

Department: Development

Status: Salaried Full Time- Exempt, *includes benefits*

Reports To: CEO

Supervises: Director of Corporate Alliances, Development Associate, Grants Coordinator, Administrative Coordinator, Volunteers, and Interns

POSITION SUMMARY:

Fulfill the wishes of children with critical illnesses by providing oversight for resource development. This position works directly with the CEO on building individual, corporate, foundation and event related giving opportunities with a heavy emphasis on transformational, relationship based, major and planned giving. This role will build and implement a strategic plan to raise vital funds to meet annual fundraising goals while providing meaningful and plentiful opportunities for organizational supporters to further the mission.

POSITION RESPONSIBILITIES:

Secure major gifts and manage donor pipeline

- Focus on entire development cycle from identification, and cultivation through giving and stewardship of donors who give significant gifts in conjunction with CEO
- Build relationships between Make-A-Wish and specific higher-level donors and sponsors
- Provide direction for planned giving and foundation giving through grants
- Ensure up-to-date best practices with giving information is shared with major donors who give through Donor Advised Funds (DAFs), Required Minimum Distributions, and other sophisticated giving vehicles
- Work with VP of Mission Delivery to secure major in-kind donations directed toward wishes
- Work with VP of Marketing and Communications to ensure broad-based support of local mission awareness, acquisition of engaged donor base and, provide input into overall communication strategy

Direct the Development Team

- Supervise staff and ensure that individual goals are being met
- Create and execute annual plan for the department, including revenue and expense budget
- Evaluate all campaigns and event effectiveness annually; identify new opportunities for growth in the future
Assign incoming prospects to appropriate staff member for follow up
- Direct staffing for partnerships with Make-A-Wish America and/ or other chapter regional opportunities
- Provide direction for event-based fundraising, corporate strategy, and mentorship among team members

Boards and Councils

- Attend all Board of Director meetings and committee meetings when appropriate
- Staff the Planned Giving Council, fundraising committee and Ambassador Board on an as-needed basis
- Support board members in giving and causing to give in conjunction with CEO
- Provide support to Emerging Leaders Board staff liaison and assist with annual fundraiser

POSITION QUALIFICATIONS:

- Bachelor degree and/or equivalent experience
- Excellent leadership/ management, oral and written communication skills
- Collaborative work ethic with strong interpersonal and problem-solving skills
- Relationship database experience a must, Salesforce, Luminate, and Greater Giving preferred
- Microsoft office suite proficiency required. Canva, Adobe Suite and teamraiser
- Non-profit development experience required (7+ years)
- Demonstrated ability to facilitate multiple tasks with deadlines