



*"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 implementing the mission through fundraising events, corporate giving, and donor development. The person in this role will cultivate partnerships and alliances that promote growth and awareness within the community. 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:**

### **Revenue and Relationship Management**

- Achieve annual revenue goals through managing a portfolio of 100+ donors, including individuals, corporate partners, and foundations.
- Conduct prospect research to align donor interests with the Make-A-Wish mission.
- Identify, cultivate, and steward donors to ensure year-over-year revenue growth.

### **Corporate Engagement**

- Develop strategies for engaging businesses through corporate giving programs, sponsorships, workplace giving, and fundraising opportunities.
- Prepare pitches, campaign toolkits, and communication decks for prospects.

### **Support and Administration**

- Assist in assessing annual budgetary needs for assigned areas.
- Grow and secure in-kind support of goods and services.
- Track donor activities in the CRM, including correspondence, meetings, events, and revenue generation.
- Represent the organization at fundraising events and promote campaigns to donors.

### **Operational Management**

- Create and update policies, practices, and SOPs related to areas of responsibility.
- Manage administrative and operational processes according to organizational standards.
- Advise supervisors of important matters and maintain organizational integrity.

## **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, corporate leaders, community leaders and volunteers.
- Excellent organization, analytical skills, and attention to detail.
- Excellent verbal and written communication skills to clearly communicate with President & CEO, Board of Directors, all employees, interns, volunteers, donors, 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 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 to [jobs@ocie.wish.org](mailto:jobs@ocie.wish.org)

No phone calls please.