



**Organization:** Make-A-Wish® Idaho  
**Position:** Special Events Coordinator  
**Reports to:** Chief Development Officer  
**Location:** Boise, Idaho

Make-A-Wish® Idaho grants the wishes of children with critical illnesses. Since our founding in 1986, our chapter has granted more than 2,000 wishes. Our organization is an independent chapter of Make-A-Wish America, and although it has become one of the world's most well-known charities, Make-A-Wish has maintained the grassroots approach to the fulfillment of our mission. We value integrity, respect, open communication, loyalty, and gratitude. And, above all, we value improving the lives of others through the magic of a wish. We seek like-minded candidates to apply for the Special Events Coordinator position.

### **Position Summary**

This position is responsible for the coordination of internal chapter special events, maximizing external events and assisting the development team as needed. Events will be managed to maximize revenue and positive outcomes within the community by working with established budgets and partners and ensuring that Make-A-Wish® Idaho retains a consistent presence throughout the state.

### **Primary Responsibilities**

#### **Event Coordination**

- Collaborate with the Chief Development Officer to implement annual development goals and strategic plans.
- Drive philanthropic engagement and initiatives through the cultivation of individuals, foundations and schools throughout the state.
- Implement and/or oversee the following fundraising initiative and programs
  - Serving Up Wishes
  - Polar Bear Challenge
  - Walk for Wishes – Idaho Falls
  - Walk for Wishes – Twin Falls
  - Kids for Wish Kids
  - Wishes in Flight - Boise
  - National Corporate Partnerships
  - External Events
- Provide direction, oversight, and coaching of volunteer fundraising chairs and committees for events, Communicate committee progress, ensure all details of events are secured.
- Provide event coaching, scheduling, planning, production and develop event budget.

- Develop resource & training material for event chairs or volunteer leaders.
- Maintain accurate records of all in-kind and monetary donations.
- Evaluate events and fundraising platforms through the compilation of participant feedback. Analyze event performance.
- Manage and track event progress towards fundraising goals, provide updates to Chief Development Officer on regular basis.
- Oversee external events by ensuring contracts are complete, providing Make-A-Wish Idaho representation at event, and recognizing donor following external event.
- Utilize donor information systems to track donor relationships, actions, meetings, and development goals.
- Cultivate relationships with current donors and prospective volunteers.
- Create appreciation opportunities, stewardship programs, and community awareness
- Be point of contact for event inquiries from donors and the general public.
- Recruit, train, and manage fundraising volunteers

### **Desired Background and Attributes**

- BS/BA degree preferred in related field, minimum 3 years business experience and / or nonprofit fundraising or an equivalent combination of education and experience.
- Excellent written and verbal communication, organizational, computer, and presentation skills.
- Professionally represent Make-A-Wish Idaho in the community
- Strong project management and time management skills with proven ability to work within tight timelines and limited budgets.
- Personal commitment to and passion for the Make-A-Wish mission.
- The ability to work effectively as part of a team.
- Willingness to work occasional evenings and weekends and travel as needed.

### **COMPENSATION**

Compensation includes a competitive base salary commensurate with experience and a comprehensive package of employee and health benefits. Position is full time, non- exempt. Hourly range \$20-\$22 per hour depending on experience. Position is hybrid, with regular onsite presence required.

### **TO APPLY**

Please submit a cover letter and resume to [jobs@idaho.wish.org](mailto:jobs@idaho.wish.org). No calls or office visits, please. Applications will be accepted until a qualified candidate is identified.

*Make-A-Wish® Idaho is an Equal Opportunity Employer and encourages applications from all qualified individuals.*