

POSITION TITLE: EVENT GIVING MANAGER

Date Revised: September 2024

Department: Development

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

Reports To: VP of Development

Supervises: Volunteers and Interns

Benefits: Health & dental insurance, 401(k) plan with match, generous PTO, long-term disability & employee assistance plan, flexible spending accounts

Location: This position has the potential option to work a hybrid in-office/remote work schedule. Minimum of 3 days a week in the office required.

POSITION SUMMARY:

Fulfill the wishes of children with critical illnesses through successful coordination and execution of peer-to-peer and external events, including the Make-A-Wish Oregon Trailblaze Challenge and Youth Fundraising Programs. Support key Make-A-Wish events and campaigns such as Wish Ball, Golf for Wishes, World Wish Month, and the Wish Upon a Car Raffle. Responsible for recruiting new partners and soliciting event-related gifts, personally raising \$500,000+ annually through events. This position is part of a collaborative team and will work closely with communications, marketing, and mission staff members to create opportunities for transformational giving.

POSITION RESPONSIBILITIES:

Trailblaze Challenge

- Manage Trailblaze Challenge endurance hike and fundraising program including recruitment, budget, assuring event permits are secured, hiker communication, hike leader recruitment and training, and hike planning and mapping
- Seek opportunities for new participants and support hikers in their fundraising efforts to raise \$3,000+ per hiker
- Pursue new participate recruitment avenues through hiking, trail running, wish family, staff, and volunteer groups
- Lead training hikes or arrange for a volunteer or another staff member to lead hikes
- Work with Stewardship & Events Director to ensure hotel registration, meal coordination and managing multiple competing logistics are completed and support as needed
- Work with Stewardship & Events Director and Marketing & Comms team to development mission moments and program elements
- Work with Marketing & Comms team in participant recruitment plan through email, billboard, social media
- Develop comprehensive emergency response plan for hike weekend
- Set-up and manage online peer-to-peer giving pages

Youth Philanthropy Programs (Kids for Wish Kids and Wishmakers on Campus)

- Manage current relationships with schools/universities/groups to raise funds
- Recruit new schools/universities/student groups to participate in program
- Review application process for student projects in accordance with national fundraising standards and guidelines
- Oversee Youth Programs including cultivation, solicitation and stewardship of all partners
- Speak on behalf of Make-A-Wish at school events and meetings

External Events/Campaigns

- Support external and corporate events as needed
- Recruit and develop new external event partners
- Assist on all campaigns, including Season of Wishes, World Wish Month, and Wish Upon a Car Raffle

General Support

- Provide general office assistance as needed such as supply orders, opening and processing mail and handling donations as needed
- Aid ongoing projects, events, campaigns and mailings within the Advancement Department
- Management and upkeep of online event support platforms such as Greater Giving, Givelively, and Wish Your Way
- Donor data upkeep in organization's CRM (Salesforce)
- Procure in-kind donations and auction items as needed for various events, including Wish Ball
- Other duties as assigned

POSITION QUALIFICATIONS:

- 3+ years fundraising experience; preferably event management or peer-to-peer trail/walk coordination
- Bachelor's degree or equivalent experience
- Experience with peer-to-peer or other event giving platforms
- Salesforce CRM preferred
- High attention to detail and strong customer service skills are required
- Excellent oral and written communication skills, willingness to speak publicly on behalf of Make-A-Wish
- Collaborative work ethic with strong interpersonal and problem-solving skills
- Demonstrated ability to facilitate complex tasks with deadlines
- A valid Oregon Driver's license and ability to drive to and from events
- Frequently moves boxes up to 50 lbs
- During events, must be able to remain in a stationary position 80% of the time