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| <b>Job Title:</b> Coordinator, Corporate Partnerships  |  | <b>Location:</b> Hybrid, New York, NY |
| <b>Reports to:</b> Associate Director, Strategic Partnerships  |  |                                       |
| <b>Salary Range:</b> \$50,000 - \$57,000   |  |                                       |
| <b>Supervisory Responsibilities:</b> Intern and/or Office Volunteer  |  |                                       |
| <b>Type of position:</b>   |  | <b>Non-Exempt</b>                     |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern |  |                                       |

Make-A-Wish creates life-changing wishes for children with critical illnesses – many of whom go on to beat their illnesses and credit the wish with giving them the physical and emotional strength they need to persevere. Working at the #2 most-trusted charity in the US, you will have the opportunity to help children with critical illnesses reclaim their childhood, families experience life beyond illness, and entire communities rally together in moments of transformational joy. Make-A-Wish is the only organization with such a unique ability to restore hope for children and families who have experienced the emotional and mental trauma of fighting pediatric critical illness.

**Position Overview:**

The Coordinator, Corporate Partnerships plays a key role in supporting the day-to-day operations of the corporate partnerships portfolio. This position sits within the fundraising team and will support the growth and management of donor relationships and reaching revenue goals. This position is responsible for executing department operations tasks, assisting with partner stewardship, supporting the needs of corporate partnerships, assisting in fundraising needs, and ensuring mission integration. This role requires strong attention to detail, organization, and the ability to collaborate across teams to enhance corporate engagement.

**Essential Skills and Abilities:**

**Corporate Partnerships Operations & Logistics:**

- Play a key role in overseeing the day-to-day operations of the corporate partnerships fundraising portfolio to ensure efficiency and alignment across the team
- Oversee department operations and support, including gift coding, updating corporate materials, maintaining status reports, timelines, and managing portfolio tasks.
- Lead quarterly partner engagement activations across teams, coordinate logistics for execution, and partner engagements.
- Support the execution of corporate activations and events, including planning, execution, follow up, and communication with partners and all internal stakeholders to ensure seamless execution

### **Cross-Team Collaboration & Mission Integration:**

- Collaborate with internal teams, such as Finance for donor gift processing and Wish Granting for activations that include wish families to help build strong cross team communication.
- Work closely with the Brand team to ensure corporate materials align with Make-A-Wish policies and branding; partner in developing new assets as needed
- Assist in integrating mission-driven elements into corporate partnerships, enhancing wish experiences and the wish journey.

### **Portfolio & Donor Stewardship:**

- Maintain Salesforce updates, donor stewardship initiatives, and corporate partner status reports.
- Manage select national partnerships, communicate with national team counterparts, corporate contacts, and ensure deliverables are executed upon in a timely manner.
- Support all channels of donor communication including presentation support, follow up communication, and consistent touchpoints
- Oversee donor recognition projects, including holiday cards and customized stewardship efforts.
- Support in conducting research on current and potential corporate partners as needed.

### **Competencies:**

- **Communication** - Exhibits good listening and comprehension; expresses ideas and thoughts clearly both verbally and in written communication; keeps others adequately informed; selects and uses appropriate communication methods. Comfortable with presenting/public speaking.
- **Adaptability** - Ability to problem solve any issues that arise; responds positively to feedback and applies lessons learned to improve performance; maintains flexibility while managing multiple tasks and competing demands.
- **Customer Service** - Displays courtesy and sensitivity; meets commitments; responds promptly to donor needs; solicits customer feedback to improve service.
- **Dependability** - Commits to doing the best job possible; follows instructions; keeps commitments; meets attendance and punctuality guidelines; responds to requests for service and assistance; takes responsibility for own actions.
- **Planning & Organization** - Integrates changes smoothly; uses time efficiently; works in an organized manner.
- **Quality** - Delivers quality work and strives for improvement; improves processes; follows clear quality requirements; solicits and applies feedback.

- **Use of Technology** - Adapts to new technologies; keeps technical skills up to date; troubleshoots technological problems; uses technology to increase productivity.

**Qualifications:**

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

- Bachelor's degree **OR** 1-3 years of relevant experience.
- Proficiency in Microsoft Office (PowerPoint, Excel, Word) and Canva.
- Strong written and verbal communication skills; embraces public speaking.
- Experience with or willingness to learn Salesforce CRM .
- Availability for occasional nights or weekends for partner activations or events.
- Ability to travel within the chapter territory (five boroughs and Long Island) as needed.

**Physical Demands:**

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- While performing this job employees may occasionally be required to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear
- Person must also be able to move/lift to 20 pounds

**Diversity, Equity & Inclusion Commitment Statement:**

*Make-A-Wish is committed to championing diversity, equity and inclusion, fostering an organization that is accessible and welcoming to all. Our vision to serve every eligible child is not only an aspiration; it is a strategic intent. In order to reach every eligible child, we need to continually evaluate and evolve along with our demographic environment. It is only through our mosaic of different cultures, perspectives and experiences that we can grant life-changing wishes to every eligible child.*

**Transparent Salary Range:**

\$50,000 - \$57,000

**Equal Employment Statement:**

*At Make-A-Wish Metro and Western New York, we celebrate the diversity of our employees and our leadership. Make-A-Wish Metro and Western New York is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.*

**How to Apply:**

Please use the following link the complete and submit our formal application:

[https://makeawishmetronewyorkandwesternnewyork-vxrot.formstack.com/forms/coordinator\\_corporate\\_partnerships](https://makeawishmetronewyorkandwesternnewyork-vxrot.formstack.com/forms/coordinator_corporate_partnerships)

**Please note: only applications submitted through this link via Formstack will be considered for this position.**