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| <b>Job Title:</b> Manager, Community Fundraising             | <b>Location:</b> Hybrid (Melville Office) |
| <b>Reports to:</b> Associate Director, Community Fundraising |   |
| <b>Supervisory Responsibilities:</b> Interns                 |   |
| <b>Salary Range:</b> \$68,000 – \$74,000                     |   |
| <b>Type of position:</b>                                     | <b>Exempt</b>                             |
| × <b>Full-time</b> <b>Part-time</b> <b>Intern</b>            |   |

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 to reclaim their childhood, families to experience life beyond illness, and entire communities to 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 Manager of Community Fundraising plays a key role in developing and executing Make-A-Wish Metro New York’s community-based fundraising initiatives. This individual will support and grow relationships with volunteer fundraisers, support internal fundraising events, manage external fundraising events, and enhance the overall donor and guest experience. With strong leadership, vision, and best practices, the Manager will drive retention of existing fundraisers while identifying and cultivating new opportunities.

Key responsibilities include leading the Young Professionals Program, managing youth fundraising efforts, and playing an integral role in key fundraising events such as the Long Beach Polar Bear Splash. Additionally, the Manager will collaborate with the corporate team on cause marketing efforts, work with the Associate Director on new business strategies, and provide support for Team Make-A-Wish, the chapter’s endurance fundraising program.

The ideal candidate is a dynamic relationship-builder with excellent organizational skills, strong digital fundraising expertise, and a passion for engaging individuals and communities in philanthropy. This role requires exceptional written and verbal communication skills, as it involves both internal coordination and external relationship management. The Manager will be responsible for event logistics, donor stewardship, budget tracking in Salesforce, and meeting revenue goals and key performance metrics. Given the scope of responsibilities, this position will require time in both the Melville and Manhattan offices.

### **Essential Duties and Responsibilities:**

- Lead and grow the Young Professionals Program, developing strategies to expand membership, engagement, and fundraising impact. Responsible for planning and executing programming and fundraising initiatives to deepen member involvement.
- Play a critical role in the Long Beach Polar Bear Splash, managing fundraising strategy, community engagement, and logistics in collaboration with internal teams and event leadership.
- Support key aspects of the chapter's internal golf outing, including event coordination, fundraising, and participant engagement.
- Provide strategic oversight and coaching for third-party community fundraising events raising under \$10,000, ensuring they are well-executed and impactful.
- Develop and manage strategies for school and youth-based fundraising programs, driving participation and donor retention.
- Act as main point of contact and coordinate all aspects of event/program including revenue tracking, logistics and execution of event and stewardship and renewal of event organizers. Responsible for strategically thinking of how to meet and exceed program targets and goals.
- Implement innovative fundraising campaigns tailored to expanding and creating new business in our Long Island market.
- Partner with the corporate team to develop and execute cause marketing initiatives, engaging businesses in fundraising efforts.
- Work with the Associate Director of Community Fundraising to identify and implement new business strategies to expand revenue opportunities.
- Provide targeted support to Team Make-A-Wish, helping drive recruitment, engagement, and fundraising success for endurance athletes. Assist with coaching, communications, and event-day execution for major endurance fundraising events.
- Develop and execute a comprehensive stewardship strategy to retain and recognize fundraisers, donors, and key partners.
- Lead renewal efforts for recurring fundraising participants and partners.
- Implement innovative coaching techniques to support fundraisers in achieving their goals.
- Utilize event tracking tools, maintain budgets, and generate reports in Salesforce to monitor progress and evaluate success.
- Ensures event organizers are compliant with tax law as well as Make-A-Wish branding and policies.
- Uses analysis and best practices to guide decision-making.
- Liaises with National colleagues to ensure all activity is integrated and managed consistently.
- Provides hands-on support as needed for community and internal events to ensure success that may include and is not limited to travel, set up and tear down.
- Oversee and manage Development Intern program – identifying areas of need and opportunity for department, working with HR on hiring and on-boarding and managing intern's responsibilities and workload
- Manage pledge process with finance ensuring all gifts are in the system 30 days post event and sync with Finance monthly.
- Accepts and processes donations following MAW policies, procedures, and standards. Consistently validates donation batches following procedure as defined by Finance Department.
- Ambassador for MAW in the community sharing unique wish experience and supporting positive brand awareness.
- Performs other duties as assigned.

### **Competencies:**

- Communications - Exhibits good listening and comprehension; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Manages – Navigates challenges with sensitivity and confidence; Responds to the needs of coworkers and volunteers; Meets commitments.
- Planning & Organization - Integrates changes smoothly; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.
- Quality - Fosters excellent quality work; Adopts best practices; Ensures that all written work reflects positively on the MAW brand.
- Use of Technology - Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date; Troubleshoots technological problems; Uses technology to increase productivity.
- Ability to work autonomously with strong prioritizing and organizational skills
- Exceptional attention to detail
- Ability to manage multiple tasks effectively
- Solid team player who provides stellar customer service in a professional and pleasant manner

### **Qualifications:**

- 3-5 years of experience in fundraising, event management, community engagement, or a related field.
- Demonstrated success in growing and managing fundraising programs, with experience in peer-to-peer, endurance, and/or youth fundraising preferred.
- Strong relationship-building skills with the ability to engage donors, volunteers, and corporate partners.
- Excellent project management skills, with the ability to balance multiple priorities and meet deadlines.
- Proficiency in Luminate or other fundraising software, Salesforce, and event tracking tools.
- Graphic design (InDesign or Canva) is a plus
- Excellent verbal, presentation and writing skills, with active listening skills.
- Passion for Make-A-Wish's mission and the ability to inspire others to support the organization.

### **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.

- Physical Demands: 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. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.
- Work Environment: While performing this job employee is exposed to weather prevalent at the time with varying noise levels.

- This position is primarily based in Melville, NY, with occasional days in the Manhattan office. Flexibility to attend key fundraising events, some of which may occur on evenings or weekends.

**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:**

\$68,000 - \$74,000

**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/manager\\_community\\_fundraising](https://makeawishmetronewyorkandwesternnewyork-vxrot.formstack.com/forms/manager_community_fundraising)

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