



## **Corporate and Community Giving Manager**

### **Job Summary**

The Corporate and Community Giving Manager is responsible for providing strategic, operational and event support for corporate, community, and collegiate fundraising events and campaigns. This person will be a full-time member of the team and will offer support, goal setting, and stewardship, and solicit new opportunities to help support a dynamic and fast-paced development program.

### **The Successful Candidate**

The ideal candidate will be a quick learner and someone who can think on their feet. Outstanding communication and interpersonal skills are essential. A strong work ethic combined with honesty and integrity is an absolute requirement as is a dedication to the mission of Make-A-Wish. A collaborative style will result in a strong departmental and Chapter structure, ensuring success for all. The successful candidate will be someone who thrives in a strong team environment, is able to resolve problematic situations efficiently and has excellent communication and organizational skills.

### **Position Responsibilities**

- Support the Director of Corporate and Community Giving in growing local and national corporate partnerships and campaigns.
- Oversee and support community events and fundraisers through forecasting, recruitment, goal setting, and stewardship.
- Manage and grow the chapter's collegiate fundraising programs and Wishmakers on Campus program.
- Represent the chapter at community events and corporate activations across the state.

### **General**

- Adhere to all Make-A-Wish America performance standards and Make-A-Wish Connecticut internal controls, policies, and procedures, including the Salesforce database.
- Represent Make-A-Wish Connecticut at the required community events.
- Foster a culture of cooperation and collaboration among the various departments of the chapter.
- Maintain transparent reporting, information and records that are commensurate with a first-class organization.
- Demonstrate commitment to personal growth and development of self and team
- Perform other duties as assigned.

## **Knowledge, Skills, and Abilities Requirements**

As with all members of Make-A-Wish Connecticut staff, the Corporate and Community Giving Manager must believe in the mission and vision of Make-A-Wish. They must model integrity, work to inspire colleagues and contacts, and strive to build a solid base of community donors. In addition, the Corporate and Community Giving Manager should:

- Possess an energetic, outgoing personality with a sense of humor.
- Be well organized, self-motivated and detail oriented.
- Have a collaborative work ethic with strong interpersonal and problem-solving skills.
- Possess high levels of integrity, trustworthiness, flexibility, and compassion necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Be able to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment.
- Flexibility to work outside standard work hours.
- Must be proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook).
- Experience with Salesforce a plus but not a requirement.

## **About Us**

Make-A-Wish believes that a wish experience can be a game-changer for a child with a life-threatening medical condition. This one belief guides us in everything we do. It inspires us to grant wishes that change the lives of the kids and families we serve.

Make-A-Wish Connecticut is part of the nation's largest and most well-established wish granting organization, with chapters and volunteers throughout the U.S. and abroad. The work of Make-A-Wish is accomplished by a volunteer governing board of directors, a paid staff of dedicated employees, and hundreds of dedicated volunteers.

Our local staff is dedicated to creating life-changing wishes for children with critical illnesses. We are committed to maintaining the Foundation's vision of reaching every eligible child and making his or her one true wish come true.

*We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.*