

Make-A-Wish® Wisconsin
Position Description



JOB/POSITION TITLE: [OBJ] **Senior Director of Development**

Reports to: CEO

Supervises: Senior Corporate & Events Manager as direct report, who oversees Events Coordinator, Development Coordinator, Alumni Community Coordinator. Works directly with the Senior Director of Marketing & Communications, Design Manager, Executive Assistant, Donor Care & Database Specialist and Technology Manager

Classification: [OBJ] Full-time; Exempt

POSITION SUMMARY:

This position is responsible for planning, implementing, and supervising all aspects of fund development to ensure a continuing, stable financial base for Chapter operations. The Senior Director of Development is part of Make-A-Wish Wisconsin's Senior Leadership Team and works closely with the CEO, Board of Directors and Development and Marketing Communications teams to secure funds that ensure the organizational mission and chapter's growth.

MAJOR RESPONSIBILITIES

- Work with CEO and Board leadership to develop strategic long-and-short-term development plans and priorities for the Make-A-Wish Wisconsin's broad-based and statewide fundraising activities.
- Oversee fundraising initiatives and programs including prospecting, cultivation, solicitation and stewardship involved with all forms of giving including individual and major gifts, annual campaigns, workplace giving, events, corporate partnerships, direct mail, planned giving and grants.
- Identify, cultivate, and solicit independently and/or prepare CEO and/or Board members to solicit major gifts. Develop and implement a formal Major Gifts Program at Make-A-Wish Wisconsin and carry a portfolio of Major Gift prospects. Work with the CEO, Board of Directors and statewide staff on soliciting and stewarding individual donors identified as Major Gift Prospects and managing their portfolios.
- Spearhead the chapter's Development efforts statewide, including consulting with and supporting the regional offices, to enhance giving and fundraising opportunities.
- Build appropriate partnerships with Board, committees, staff, volunteers, chapters, wish families, and the public. Collaborate with Marketing and Communications team to accomplish Make-A-Wish Wisconsin initiatives including chapter Web site, newsletter and event collateral, and fundraising opportunities.
- Provide comprehensive leadership, accountability and mentoring to the fundraising team – as a group and individually; develop the next generation of high-performance professionals.
- Develop and administer budgets for revenue line items. Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® Wisconsin internal controls, policies, and procedures.
- Assist CEO as needed and perform all other duties as assigned.

QUALIFICATIONS

- Candidate must be a self-motivated, goal-and-detail-oriented professional with a BA/BS Degree in Non-profit Management/Fundraising, Marketing, Business or similar background and proven track record of 8-10 years of relevant and progressive professional experience in managing and directing a successful, diverse development program. CFRE preferred.
- Candidate must model integrity, be able to interact with diverse groups of people and motivate and inspire others to achieve results.
- Knowledge of the Greater Milwaukee and Wisconsin philanthropic communities is highly desirable. Demonstrated ability to network and develop strong relationships is a must with the capability to manage multiple priorities within tight timelines and effectively set and manage priorities. Previous team management responsibility required and previous work with Boards of Directors desired.
- Expertise in principles of philanthropy and fundraising required as well as major donor, annual campaign, prospect research techniques, donor tracking systems experience, and special events desired.
- Exceptional written, verbal, and interpersonal skills, strategic thinker and previous budget management experience preferred. Computer literacy in Microsoft Office Suite. Salesforce experience preferred.
- Willingness to work evening and weekend hours as required.

APPLICATION INSTRUCTIONS

- Please submit cover letter, resume and salary requirements to Christy King (cking@fusionrecruiters.com)
- NO PHONE CALLS PLEASE! Only candidates selected for interview will be contacted.