



**Organization:** Make-A-Wish® Central Coast and Southern Central Valley  
**Position Title:** Director of Corporate Relations & Grants  
**Reports to:** Senior Director of Development / CEO  
**Office Location:** Camarillo, CA  
**Status & Classification:** Full-Time / Exempt

## Position Summary

The Director of Corporate Relations & Grants drives revenue generation through strategic management of two distinct funding streams: corporate partnerships and foundation/grant opportunities. This position is responsible for achieving annual revenue goals of \$1-\$1.5 million through these complementary but separate channels. The ideal candidate brings expertise in both corporate relationship building and structured grant writing, demonstrating the ability to switch effectively between these different functions while maintaining excellence in both areas. This role requires occasional evening/weekend commitments and regional travel.

## Key Responsibilities

### Corporate Relations (70% of role)

- Strategically manage a portfolio of 75-150 corporate relationships across all stages of the donor journey
- Develop and implement data-driven cultivation strategies that align with corporate partners' business objectives and philanthropic interests such as corporate giving programs, sponsorships, workplace giving, fundraising programs and other opportunities through cultivation and stewardship
- Generate \$500k to \$1 million annually through diversified revenue streams, including corporate gifts, sponsorships, and cause marketing
- Secure sponsorships ranging from \$5,000 to \$100,000 for signature events, including the Big Wish Gala and Rams Night for Wishes

### Grants Management (30% of role)

- Research and identify opportunities from private, family, and corporate foundations to generate \$300k to \$500k annually through grants and foundation support
- Gather and organize program data, stories, and outcomes to support compelling grant proposals, letters of inquiry, and applications tailored to each funder's priorities
- Maintain grant files and documentation, along with a grants calendar with all submission deadlines, reporting requirements, and renewal dates
- Manage relationships with foundation program officers and trustees

### Strategic Leadership & Collaboration

- Partner with senior leadership and board members to leverage networks and identify new corporate prospects
- Collaborate cross-functionally with development, events, and communications teams to ensure an integrated approach
- Represent the organization at community events and develop a strong presence in the business community

### Relationship Management & Stewardship

- Create and implement personalized stewardship plans that demonstrate impact and encourage continued engagement
- Develop compelling pitches, presentations, and campaign toolkits that articulate our mission and impact
- Track all prospect and donor interactions in the CRM to ensure comprehensive relationship management
- Identify and pursue opportunities for deeper engagement with existing partners

## Required Skills & Qualifications

### Corporate Relations Expertise

- Proven track record securing five and six-figure corporate partnerships or sponsorships
- Strong business acumen with the ability to understand corporate objectives and create win-win partnerships
- Experience developing cause marketing campaigns and employee engagement initiatives
- Excellent networking abilities and comfort with corporate relationship-building

## **Grants Management Expertise**

- Demonstrated success in securing foundation grants of varying sizes
- Superior writing skills with the ability to craft compelling narratives
- Meticulous attention to detail and ability to follow specific application guidelines
- Experience with grant research tools and methodology

## **General Qualifications**

- Bachelor's degree and 5+ years of progressive experience in corporate fundraising, sponsorship sales, or business development
- Exceptional written and verbal communication skills, including persuasive presentation experience
- Demonstrated project management skills with ability to manage multiple priorities in a fast-paced environment
- Self-motivated with the ability to work independently while also collaborating effectively with cross-functional teams
- Proficiency with CRM systems (Salesforce preferred) and Microsoft Office suite
- Passion for the Make-A-Wish mission and ability to articulate impact to diverse audiences

## **Success Factors**

- Ability to effectively manage two distinct functional areas with different timelines and approaches
- Strategic thinker who can balance short-term revenue goals with long-term relationship-building
- Comfort with ambiguity and ability to pivot as opportunities and challenges arise
- A results-oriented professional who takes the initiative and drives projects to completion
- Collaborative team player who builds trust with internal and external stakeholders
- Resilient mindset with the ability to persevere through fundraising challenges

## **Time Commitment**

- Full-time, exempt position
- Flexible schedule, including some evenings and weekends for events and meetings
- Regional travel approximately 15-20% of the time

## **Rewards and Benefits**

- Competitive wage - \$70,000 to \$90,000 per year commensurate with experience.
- Comprehensive benefits package including healthcare, dental, vision insurance; life/disability insurance; retirement; paid holidays and vacation time off.

## **Join Our Team of Inspired People Transforming Lives**

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

Make-A-Wish Central Coast and Southern Central Valley respects and ensures equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.

## **About Make-A-Wish Central Coast & Southern Valley**

Make-A-Wish Central Coast was founded in 1985 and realigned with a portion of the Central Valley in 2023. We have granted over 2,600 transformational wishes to children with critical illnesses across seven Central Coast and Southern Central Valley counties: Ventura, Santa Barbara, San Luis Obispo, Kern, Kings, Tulare, and Inyo counties. Our mission drives everything we do—to create life-changing wishes for children with critical illnesses. To learn more, visit: [www.wish.org/cvs](http://www.wish.org/cvs)

## **Limitations And Disclaimer**

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of the minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

## **How To Apply**

Qualified candidates should submit a cover letter with salary requirements and resume outlining experience by email to [trishmiller@spherion.com](mailto:trishmiller@spherion.com). Please place MAW Corporate Relations in subject line. No phone calls, please.