

Job/Position Title: Events Coordinator II
Reports to: Senior Corporate & Events Manager and works closely with Events Coordinator
Classification: Full-time, Non-Exempt

POSITION SUMMARY

The Events Coordinator will be accountable for internal fundraising events and programs for Make-A-Wish® Wisconsin as well as development support.

JOB DUTIES AND RESPONSIBILITIES

- Develop, manage and plan the **Wishful Giving Campaign** including, new partnerships, vendors, tracking, work with communications team, securing and organizing committee members (updates/agendas/lists), mailings, and along with Senior Corporate & Events Manager, lead staff members who support the events.
- Develop, manage and plan **Milwaukee Walk For Wishes**, including, all event logistics, vendors, tracking, work with communications team, securing and organizing committee members (updates/agendas/lists), mailings, and along with Senior Corporate & Events Manager, lead staff members who support the events.
- Coordinate and implement Wish Night and Golf for Wishes – Lake Geneva **silent and live auctions**.
- **Support WOW** (Wishmakers of Wisconsin emerging leaders group) efforts with leadership from Senior Corporate & Events Manager.
- Communicate with, and support, the Volunteer Manager as needed to **ensure volunteer coverage** for Wishful Giving, Walk For Wishes, auction assistance, and office projects.
- Facilitate the research, solicitation and management of all new internal events and national initiatives.
- Provide and support projects for the Development Interns.
- Help formalize and manage a **stewardship program** for Make-A-Wish Wisconsin
- Perform other duties as needed.

QUALIFICATIONS

- A commitment to and passion for the work of Make-A-Wish Foundation
- Available to work a varied schedule which may include nights and weekends. Must have reliable transportation
- Bachelor's degree in Nonprofit Management, Communications, or equivalent work experience
- Experience in fundraising, or event management preferred
- Must be computer literate (Microsoft Word, Microsoft Excel) and Sales Force experience desired
- Self-motivated, creative problem-solving team player who is a detail-oriented professional with excellent writing, organizational and interpersonal skills. Ability to prioritize and manage multiple responsibilities with minimal supervision is essential.
- Public speaking experience required.
- Bilingual individual a plus.
- Excellent communication and customer service skills. Ability to interact with diverse groups and work successfully in a collaborative, team-oriented organization is essential.

APPLICATION INSTRUCTIONS

- The salary range for this role is \$46,000-\$49,000. If this is within an acceptable range for you, please submit cover letter, resume to: info@wisconsin.wish.org by May 16th, 2025.
- **NO PHONE CALLS PLEASE!** Only candidates selected for interview will be contacted.