



Organization: Make-A-Wish® Idaho
Position: Director of Development
Reports to: President and CEO
Direct Reports: Special Events Coordinator

Make-A-Wish® Idaho grants the wishes of children with critical illnesses. Since our founding in 1986, our chapter has granted more than 2,000 wishes. Our organization is an independent chapter of Make-A-Wish America, and although it has become one of the world's most well-known charities, Make-A-Wish has maintained the grassroots approach to the fulfillment of our mission. And, above all, we value improving the lives of others through the magic of a wish. We seek like-minded candidates to apply for the Director of Development position.

Position Summary

Reporting to the President & CEO, the Director of Development is responsible for leading all fundraising and development activities within the Chapter, working cooperatively with the President and CEO. The Director of Development will establish and implement a wide range of development programs to lead the chapter to new levels of fundraising and development success. The Director of Development is accountable for all fundraising activities for the Idaho Chapter, including Major Gifts, Corporate Giving and Annual Giving. This position works closely with the President and CEO, Special Events Coordinator and the Board of Directors.

Primary Responsibilities

- Collaborate with the President & CEO and Board of Directors to set priorities and annual development goals
- Serve as a member of the Chapter Leadership Team
- Establish a comprehensive development plan, in cooperation with the President and CEO
- Execute Chapter stewardship program and processes, steward donor relationships to increase the base of support from current and potential donors
- Supervise and collaborate with the Special Events Coordinator, overseeing all Chapter internal and external events
- Identify, cultivate and solicit donor relationships with individuals, corporations, foundations, schools and other entities consistent with the Chapter's annual fundraising goals, strategic plan and mission
- Utilize the features of Salesforce in providing a moves management approach to donors and prospects. Summarize face-to-face visits, outreach and communication, and proposal details via contact reports in donor record utilizing Salesforce.
- Research donors using wealth screening tools
- Sales focus with demonstrated success in building and nurturing relationships, developing and meeting strategic goals, prospecting, presentation skills, and driving results.
- Manage procedures to ensure effective collecting, acknowledging and follow-up on all gifts received by the Chapter
- Manage a portfolio of approximately 125 mid and leadership gift prospects at various stages of their relationship with the organization.

- Devise and execute individual strategies for the identification, cultivation, solicitation, and stewardship of assigned portfolio with a heavy focus on face-to-face meetings.
- Secure annual fund level gifts from prospects not yet ready for major gift solicitation.
- Build robust annual giving program with the aim to cultivate and steward supporters
- Represent Make-A-Wish Idaho at local events
- Coordinate Board and Staff participation in stewardship initiatives, events, and activities
- Support the Board of Directors and the Fund Development Committee

Desired Background and Attributes

The successful candidate will have:

- Bachelor's degree in non-profit, marketing, or related field, or commensurate work experience
- Minimum of 5 years of proven fundraising experience with progressive professional growth
- Excellent written and oral communication skills with the ability to inspire and connect donors to our mission
- Highly organized and detail-oriented with the ability to work effectively in a team environment
- Salesforce or other CRM experience required
- Proven ability to increase philanthropic partnerships over time
- Demonstrated ability and willingness to solicit funds through personal contacts with donors and prospects
- Self-Motivated, personally accountable, while collaborating regularly
- Have the ability and willingness to travel throughout the state as needed for the position, including occasional weekends and evenings.

Other desired qualifications and attributes include:

- Demonstrated experience managing staff or leading a department
- Excellent written and oral communication, organizational, and computer skills
- Experience building new markets for funding
- Demonstrated interpersonal skills including flexibility and the ability to listen, negotiate and collaborate
- Creativity, drive, and a sense of humor
- Personal commitment to and passion for the Make-A-Wish mission
- The ability to work effectively as part of a team, and an interest in contributing to a strong organizational culture

COMPENSATION

Compensation includes a competitive base salary commensurate with experience and a comprehensive package of employee and health benefits. Medical, dental, vision insurance for employee, flexible spending account, matching retirement contributions, 12+ holidays, 21 days PTO annually. Flexible work schedule. Exempt, Full Time. Salary range \$60,000- \$70,000.

LOCATION

The Make-A-Wish Idaho office is located in beautiful downtown Boise. Hours are flexible, and we offer hybrid working options.

TO APPLY

Please submit a cover letter, resume, and 3 professional references to jobs@idaho.wish.org. No calls or office visits, please. Applications will be accepted until a qualified candidate is identified.

Make-A-Wish® Idaho is an Equal Opportunity Employer and encourages applications from all qualified individuals.