



## **Make-A-Wish® Eastern North Carolina Vice President of Development Job Description**

<b>Job/Position Title:</b>	Vice President of Development
<b>Reports to:</b>	CEO
<b>Manages:</b>	Development & Marketing Team – 4 employees
<b>Location:</b>	Raleigh, NC
<b>Classification:</b>	Full-time; Exempt

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### **POSITION SUMMARY:**

The Vice President of Development is a senior leader and strategic partner to the CEO, responsible for designing and executing a bold, forward-thinking fundraising vision across our territory—from the Triangle to the coast. This role drives revenue growth, strengthens donor relationships, and increases brand visibility to ensure every eligible child's wish can be granted.

A results-driven, entrepreneurial, and mission-aligned leader, the Vice President of Development oversees a high-performing development and marketing team, fostering a collaborative and accountable culture. This individual will secure major gifts, corporate partnerships, and event revenue while serving as a visible ambassador for the organization both internally and externally.

### **ESSENTIAL JOB FUNCTIONS:**

- **Fundraising Strategy & Execution**
  - Develop and implement a comprehensive, metrics-driven fundraising plan across all channels: annual, mid-level, major, planned giving, corporate, workplace, and events.
  - Drive achievement of annual fundraising goals, including responsibility for generating \$1M+ in gross revenue from the chapter's signature galas and meeting overall development revenue targets.
  - Cultivate and solicit major gifts and sponsorships; personally manage a portfolio of top donors and prospects.
  - Support the CEO and board in high-impact donor engagement and solicitation.
  - Identify and pursue new revenue streams, sponsorships, and strategic partnerships.
  - Provide accurate forecasting of revenue and expenses to support budgeting and planning.
  - Oversee performance tracking and reporting systems to inform executive decision-making.
  - Lead board engagement in fundraising through annual impact planning and strategic collaboration.
- **Leadership & Strategy**
  - Lead, coach, and inspire a team of development and marketing professionals to exceed goals.
  - Champion a culture of philanthropy, collaboration, and shared accountability across departments.
  - Advise the CEO and senior leadership team on fundraising trends, challenges, and opportunities.
  - Serve on the Senior Leadership Team, contributing to strategic planning and cross-functional initiatives.
  - Ensure compliance with Make-A-Wish America policies and fundraising best practices.
  - Participate in budgeting processes, assessing needs and aligning resources with mission priorities.
- **Team & Culture Building**
  - Recruit, mentor, and retain top talent; foster professional development and high performance.
  - Set clear goals and expectations for staff; monitor progress and evaluate results.
  - Promote open communication and support through organizational growth and change.
  - Implement efficient systems that promote collaboration and project management excellence.

### **ESSENTIAL SKILLS AND ABILITIES:**

- A heartfelt dedication to serving others and advancing life-changing missions.
- Exceptional relationship-building and communication skills.
- Strategic thinker with strong organizational and project management abilities.
- Proven ability to thrive in a fast-paced, high-impact, mission-driven environment.
- Collaborative leader who cultivates trust, accountability, and team cohesion.

- Track record of managing and developing others. Hiring experience preferred.
- High emotional intelligence and discretion with confidential information.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree or higher required.
- Candidate must have at least 5-7+ years of diversified fundraising experience in a nonprofit environment.
- Proven history of identifying, cultivating, stewarding, soliciting, and closing major gifts & corporate partnerships; track record of closing six figure gifts preferred.
- Knowledge of eastern North Carolina's philanthropic landscape preferred.
- Proficiency in CRM systems (Salesforce preferred) and Microsoft Office Suite.
- Ability and willingness to travel for donor visits and events.

### **REWARDS AND BENEFITS:**

- Salary - \$90,000 - \$100,000 per year (pay periods are bi-monthly).
- Comprehensive benefit package: Medical, Vision, Dental with 100% employer-paid options.
- Optional benefits for employee: Long-Term Disability and Life Insurance with 100% employer-paid options.
- Flexible Work Environment.
- 401(k) Retirement Savings Plan: up to 3% Match.
- Incentive bonus plan offered based on individual & organizational performance.
- Generous PTO Package including sick, vacation, floating holidays, and an employee Sabbatical Program.

### **WORKING CONDITIONS:**

Our office is in the North Hills area of Raleigh, NC, however we remain committed to a flexible work environment. The individual must reside within the Raleigh, NC area or be willing to relocate. This role requires regularly scheduled time in the office.

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 required skills 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 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:**

For immediate consideration, please send a resume and optional cover letter to **Mary Elizabeth Bennett** at [mebennett@eastnc.wish.org](mailto:mebennett@eastnc.wish.org). Please add position applying for in the SUBJECT line of email.

*Make-A-Wish® Eastern North Carolina is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*We are committed to championing diversity, equity, and inclusion, fostering an organization that is accessible and welcoming for all wish families, volunteers, donors, and staff. We stand against racism, violence, and intolerance and aim to be inclusive of all people and backgrounds. Our chapter is committed to creating this environment to ensure we can meet our vision to grant the wish of every eligible child.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Make-A-Wish Eastern North Carolina makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our EEO Policy <https://wish.org/careers>.*