

Make-A-Wish[®]

IOWA

Our Mission:

Together, we create life-changing wishes for children with critical illnesses.

Our Vision:

To grant the wish of every eligible child.



Transform Lives, One wish at a time

OUR PILLARS



Increase our
revenue



Grant more
wishes



Inspire our
people



Enhance our
capabilities



on Facebook at [makeawish.iowa](https://www.facebook.com/makeawish.iowa)



on Instagram at [makeawishiowa](https://www.instagram.com/makeawishiowa)



on LinkedIn at [make-a-wish-iowa](https://www.linkedin.com/company/make-a-wish-iowa)



on YouTube at [MakeAWishIowa](https://www.youtube.com/MakeAWishIowa)

OUR VALUES

Integrity - We approach every aspect of our work with unwavering standards of honesty, transparency, and respect for wish recipients, their families and Foundation supporters

Child Focus - Our business practices always put the interests of wish children first.

Excellence - We aspire to best-in-class business practices, and we embrace the challenge to exceed expectations at every opportunity.

Community - We foster a collaborative, global community of staff, volunteers, and donors with the collective ability to make the broadest possible range of wishes come true.

Inspiration - We are inspired by the examples of our wish kids and the actions of the entire Make-A-Wish community to approach our mission with life-affirming enthusiasm, imagination, and creativity. As a result, we fill each wish experience and every interaction with hope, strength, and joy.

JOIN OUR TEAM!

Please send your resume
and cover letter to
employment@iowa.wish.org



(515) 334-2636
Office



[wish.org/iowa](https://www.wish.org/iowa)
Website



[wishreportiowa.com](https://www.wishreportiowa.com)
Annual Report



employment@iowa.wish.org
Email



Make-A-Wish® Iowa Job Description

Title: Philanthropy Manager

FLSA Status: Exempt

Department: Development

Reports To: Director of Revenue

Location: hybrid – Must live in Waterloo/Cedar Falls area.

Date: Feb. 2026

Mission Statement: Together, we create life-changing wishes for children with critical illnesses.

Vision Statement: To grant the wish of every eligible child.

PURPOSE OF POSITION

To serve as a front-line fundraiser in the Cedar Valley and surrounding region, advancing relationships with individuals who have the capacity to make significant philanthropic investments in Make-A-Wish Iowa. The Philanthropy Manager will secure funds to advance the organization's mission, managing a portfolio of major donors and prospects with a focus on gifts of \$15,000 and above. This role is responsible for moving prospective donors through the qualification, cultivation, solicitation, and stewardship process, ensuring each donor receives mission-guided engagement and recognition. The Philanthropy Manager will collaborate closely with the CEO, Development Team, and organizational leadership to increase revenue and the number of donors, while developing a pipeline for principal and leadership gifts.

Essential Duties and Responsibilities

- Identify, qualify, and cultivate new prospects capable of making major gifts (\$15,000+), with an emphasis on growing annual and long-term funding.
- Develop and execute comprehensive cultivation and solicitation strategies for each donor, directly soliciting major gifts in support of Make-A-Wish Iowa.
- Manage a portfolio of 125–150 individual donors and prospects at various stages of engagement.
- Solicit and secure mid-level and major gifts with a focus on North Central and Northeastern Iowa regions, raising at least \$500,000 annually, with increasing revenue goals upon portfolio maturity with a goal of reaching \$1M of non-event revenue each year.
- Collaborate with the CEO and Development Team to devise strategies for identification, cultivation, solicitation, and stewardship of annual and major gifts.
- Proactively promote workplace giving and re-engage lapsed donors.
- Support wish granting in assigned region of the state by securing in-kind wish needs and developing relationships with potential wish in-kind partners.
- Support donor recognition activities and events, including signature events such as Galas and Wish Reveals.
- Prepare customized donor materials, proposals, and stewardship communications.
- Track all plans, interactions, and solicitations in the donor database (Salesforce), ensuring accurate and timely reporting.
- Represent Make-A-Wish Iowa at internal and external events, serving as a mission ambassador.
- Participate in regular portfolio reviews of progress and financial projections.
- Work with the Development Team and CEO on endowment options statewide.



- Support on chapter anniversary and capital campaigns.

Qualifications

- Deep personal passion for and commitment to the Make-A-Wish mission.
- Bachelor's degree or equivalent combination of education and relevant work experience.
- Minimum 3–5 years of direct experience managing fundraising portfolios and cultivating major gifts.
- Demonstrated ability to build and steward relationships with high-net-worth individuals, with a proven track record of securing five- and six-figure gifts.
- Excellent written, oral, and interpersonal communication skills.
- Proficiency in Microsoft Office Suite; Salesforce experience preferred.
- Ability to work independently and as part of a collaborative, goal-oriented team.
- Willingness to travel throughout Iowa with an emphasis on regional travel and occasional travel to headquarters in Urbandale, Iowa.
- Occasional evenings and weekend hours as needed based on donor meetings, fundraising events and networking opportunities.
- Valid Iowa driver's license required.

Core Competencies

- Integrity, trustworthiness, and commitment to excellence.
- Strategic thinking and results-driven approach.
- Flexibility, adaptability, and a positive, professional demeanor.
- Ability to maintain confidentiality and contribute to a collaborative, fast-paced organization.

LANGUAGE ABILITY

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

COGNITIVE DEMANDS

Ability to apply common sense of understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge of Microsoft Office including Outlook, Word, and Excel. And have the capacity to learn to use and navigate, SharePoint and Salesforce.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, stand, walk, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Regular vision abilities, including computer work.



ENVIRONMENTAL ADAPTABILITY

Standard office environment with typical noise level, fast paced.

Standard workweek is 40 hours a week; employee must understand that we often respond to the needs of the team and our wish families, outside of that timeframe. Flexing your hours is available, based on event and donor/team needs.

Travel required to events statewide, as well as donor/committee meetings.

This position allows for a remote work environment, but the employee must be based near the Cedar Valley Region. Our statewide office is located in Urbandale, Iowa.

About Make-A-Wish Iowa

Make-A-Wish Iowa is dedicated to creating life-changing wishes for children with critical illnesses. We are committed to reaching every eligible child and making their one true wish come true. Our team is passionate, mission-driven, and values integrity, collaboration, and innovation in all we do.

To Apply: Please send resume and cover letter to employment@iowa.wish.org

****Applicants who reside outside of the Cedar Valley area will not be considered.**