



MAKE-A-WISH FOUNDATION OF GREATER LOS ANGELES

JOB DESCRIPTION

Job Title: Group & Corporate Fundraising Manager
Department: Advancement
Reports To: Director of Corporate & Strategic Partnerships
Position Type: Full-Time
Work Environment: Hybrid. (Mon, Tues, Thurs we are in person at our offices in Century City)

About the Organization: Make-A-Wish is one of the nation's most recognized nonprofits, creating life-changing wishes for children with critical illnesses. A wish experience can be a game-changer for a child with a critical illness. This one belief guides us in everything we do at Make-A-Wish. It inspires us to grant life-changing wishes for children going through so much. It compels us to be creative in exceeding the expectations of every wish kid. It drives us to make our donated resources go as far as possible. Most of all, it is the founding principle of our vision to grant the wish of every eligible child. Make-A-Wish of Greater Los Angeles is specifically going through a season of seismic change. We have recently restructured our Board, our Leadership, and our staff, and have a strategic plan for 3 years of methodical growth and expansion in our program delivery, fundraising, and staffing.

Position Summary: The Group & Corporate Fundraising Coordinator/Manager is responsible for developing and leading mission-driven revenue opportunities through corporation, organizations, cabinets, peer-to-peer fundraising, schools, and junior/young professionals. This position will oversee the strategic growth and day-to-day execution of programs such as the Young Professionals Council (YPC), Youth Leadership Council (YLC), and the Real Estate Division, including coordination of the annual Poker Tournament, "All-In-for-Wishes". This individual will serve as a public ambassador for Make-A-Wish Greater Los Angeles, steward corporate, and organization relationships, and collaborate cross-functionally to maximize fundraising outcomes.

Who you are: Make-A-Wish of Greater Los Angeles is seeking a confident, communicative, collaborative, and highly proactive team member who brings a go-getter mindset, strong follow-through, comfort building relationships, and the ability to move opportunities from conversation to commitment. This role is ideal for someone with, or looking to gain, firsthand experience in nonprofit 3rd Party Fundraising & Corporate Relationship building, who has the ability to support the creation of new fundraising programs, and who wants to contribute to a meaningful and life-changing cause. Friends should describe you as having a positive demeanor, a "problem solver" attitude, and a desire to help others. Experience with 3rd Party fundraising platforms like OneCause and CRMs such as Salesforce is appreciated but not required. Attention to detail, a self-starter attitude, and the ability to quickly task-hop should be qualities you are confident you possess.

Key Responsibilities

Group & Community Partnership Fundraising (50%)

- Grow and manage engagement and stewardship opportunities for the Young Professionals Group and Youth Leadership Council (in collaboration with the Coordinator/Manager of Annual Giving); schools and student/youth led clubs, and fundraising groups.
- Support and attend third-party organized events to represent our chapter, including collaborating with the Volunteer Coordinator/Manager to identify ambassador Wish Kids and Families.
- Activation and implementation of the Wish Alumni and Wish it Forward programs.
- Lead planning, coordination, and donor cultivation efforts for the Real Estate Division, annual Poker Tournament, and annual membership drive, while driving strategic growth through the development and expansion of additional industry-specific leadership cabinets.
- Coordinate with the Coordinator/Manager of Annual Giving Programs to ensure donor conversion, retention, and upgrade strategies are aligned across campaigns.

Corporate Partnership Development, Activation & Growth (30%)

- Collaborate with Advancement leadership to support and attract corporate partnerships and activations including fundraising campaigns, events, cause marketing, and internal employee giving efforts, and corporate sponsorships.
- Enhance national corporate partnerships through local activations that increase impact to our chapter
- Provide stewardship for assigned corporate groups, ensuring regular communication, brand alignment, recognition, and impact storytelling.
- Track corporate engagement opportunities, gifts, campaign performance, and related revenue.

Peer-Led Fundraising (20%)

- Lead the chapter's third-party fundraising program, including strategy for promotion (developing toolkits, resources, and communication templates) to support fundraisers.
- Recruit and support members, families, and advocates to host fundraisers benefiting Make-A-Wish Greater Los Angeles.
- Manage digital fundraising pages and peer-to-peer platforms; regularly conduct ROI analysis of third-party programs and report performance metrics and identify growth opportunities.

Qualifications

Required:

- 4+ years of professional experience in fundraising, corporate, organizational or peer-to-peer and digital marketing campaigns.
- Proven success in managing third-party programs and group fundraising initiatives.
- Excellent relationship building, project management and communication skills.

- Experience utilizing CRM's and digital fundraising tools.
- Self-starter with the ability to manage multiple campaigns simultaneously while maintaining attention to detail.
- Experience working with volunteers, committee members, youth/school groups, or young professional membership groups.

Preferred:

- Bachelor's degree or higher, or equivalent work experience.
- Familiarity with corporate social responsibility, workplace giving programs, and cause driven marketing campaigns.
- Event planning experience is a plus, particularly in donor-facing or committee driven contexts
- Proactive, organized, and comfortable leading in both strategy and execution.

Work Environment

- This is a hybrid role based in Los Angeles, CA.
- Currently in-office 3 days a week. (Mon, Tues, Thurs)
- As the organization continues to grow and evolve, we are experimenting with new and innovative ways to create our team culture and reward our staff.
- We use flextime & core hours as a method of team cohesion.

Compensation

- **Annual Salary:** \$70,000 - \$80,000. The actual salary offered will be commensurate with experience and in accordance with applicable California state wage and hourly laws.
- **Benefits:** 100% Employer Coverage option for Medical Insurance for staff members, with partial coverage for dependents. Dental, Vision, & Life Insurances. 403b with matching.
- **Perks:**
 - 11 Paid Holidays
 - Hybrid Work Environment – 3 days (Mon, Tues, Thurs) in the office in Century City.
 - Incentive Potential
 - Employee Assistance Program
 - Flex Time
 - Flexible Spending Account
 - Cell Phone Stipend
 - Access to the Calm app and other mental and emotional support programs
 - Discounted Gym Memberships
 - Caregiving Support Parenting Resources
 - And more!

Interested applicants should **email resume and cover letter** in PDF format **plus the answers to the following four questions** to: hr@la.wish.org with the subject line: **“Group & Corporate Fundraising Manager Application”**

Required Supplementary Questions:

1. Tell us about a time you found a partnership in an unlikely place.
2. What would you say is the most important skill needed to generate revenue from a partnership and how have you implemented it before?
3. What do you believe are the three key strategies for building relationships and making connections?
4. Give us an idea of the range and diversity of groups or individuals you have worked with to secure fundraising with in the past.