



Organization: Make-A-Wish® Idaho

Position: Regional Manager, Part Time nonexempt, up to 30 hours per week

Reports to: President and CEO

Location: Post Falls, Idaho

Make-A-Wish® Idaho grants the wishes of children with critical illnesses. Since our founding in 1986, our chapter has granted more than 2,200 wishes. We value integrity, respect, open communication, loyalty, and gratitude. 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 Regional Manager role.

Position Summary

The Regional Manager will serve as a front-line fundraiser, establishing a local organizational presence and advancing relationships with individuals and organizations with the capacity or network to make a philanthropic investment in Make-A-Wish Idaho. Also responsible for the coordination of the local office and assisting with local wish kids and families. We are seeking a detail oriented and dedicated individual to be responsible for performing skilled administrative and clerical duties directly related to fundraising and wish granting.

Primary Responsibilities

Fundraising:

- Oversee the strategic development of the 8 counties in the North region of the chapter territory, generating revenue growth within the region with increasing revenue goals upon portfolio maturity.
- Develop and implement relationship-focused projects/initiatives aimed at bringing new donor prospects into the organization's pipeline
- Utilize the features of Salesforce in providing a moves management approach to donors and prospects, continuously summarizing face-to-face visits, outreach, communication, and proposal details within 24 hours of interactions; review records to ensure accurate portfolio data.
- Lead the organization's Walk for Wishes North Idaho. Recruit sponsors, teams and walkers
- Represent chapter at external events, speaking engagements and occasional wish reveals

- Identify, cultivate, and steward external event partners.

Wish Granting:

- Meet with wish families in North Idaho to provide itineraries, wish information and assist with wish send-offs.
- Handle routine phone calls and emails for Wish Granting information.
- Provide exceptional customer service to wish families, referral partners and vendors.

Volunteers

- Support wish granting volunteers in the area with supplies
- Support intake procedures, including acquiring and processing required paperwork.

General:

- Maintain sensitivity and confidentiality to families being served by the Foundation.
- Adhere to Make-A-Wish® America/ Make-A-Wish® Idaho performance standards and policies.
- Serve as the public face of Make-A-Wish Idaho in the region
- Other duties as assigned.

Desired Background and Attributes

- Two years of experience in related field.
- Excellent written and verbal communication, organizational, computer, and presentation skills.
- Personal commitment to and passion for the Make-A-Wish mission.
- The ability to work effectively as part of a team.
- Willingness to work occasional evenings and weekends as needed.
- Must pass a background check

Office Location

362 N. Herborn Place, Post Falls, ID

Position Type

Part time, up to 30 hours per week, \$25 per hour

Hybrid office/remote, must reside in Coeur d'Alene area

TO APPLY

Please submit a cover letter and resume 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.