

Make-A-Wish® Massachusetts and Rhode Island Director of Impact Giving Job Description

Department: Development **Reports to:** Chief Advancement Officer **Type:** Full-Time, Exempt

Location: Hybrid, Providence or Boston based **Salary Range:** \$90,000-\$110,000, depending on experience

ABOUT US

Make-A-Wish® Massachusetts and Rhode Island is a 501(c)(3) non-profit organization. Founded in 1983, our mission is to create life-changing wishes for children with critical illnesses. We are more than a great place to work; our work is transformative. We are an inclusive and diverse group of people who, through a mosaic of backgrounds and experiences, are united in purposeful work. We are fueled and guided by our values, represented in the inspired people we work with and the transformational work we do every day.

JOB SUMMARY

The Director of Impact Giving manages a portfolio of 100-125 major gift, corporate, and foundation donors and prospects, with a focus on gifts of \$10,000 or more and growth toward six-figure giving in both Massachusetts and Rhode Island. In partnership with the Chief Advancement Officer, the Director develops and executes annual fundraising strategies and cultivation approaches and helps solicit gifts across annual giving, corporate and foundation giving, major gifts, and internal event support.

MAJOR RESPONSIBILITIES

Major Gift Cultivation and Solicitation:

- Conduct a minimum of 10 in-person donor and prospect meetings each month to cultivate relationships and advance fundraising opportunities.
- Identify, qualify, cultivate, solicit, and steward donors to achieve annual major gift and corporate fundraising goals.
- Develop compelling sponsorship proposals, donor presentations, and funding requests in collaboration with the Chief Advancement Officer.
- Lead and actively participate in moves management strategies, including pipeline tracking, donor engagement planning, and fundraising best practices.
- Analyze donor and fundraising trends to identify opportunities for increased engagement, upgraded giving, and long-term donor retention.
- Recruit, engage, and support volunteer leaders and community advocates who can assist with donor cultivation, introductions, and fundraising outreach.
- Maintain accurate donor records, engagement activity, and revenue projections within Salesforce to support reporting, forecasting, and organizational strategy.

- Ensure accurate and timely donor tracking, reporting, pipeline management, and forecasting through effective use of Salesforce, GiveSmart, and related fundraising systems.

Event Support:

- Support the Chief Advancement Officer and the Events team in the planning and execution of internal and third-party fundraising events.
- Represent Make-A-Wish Massachusetts and Rhode Island at community events, fundraising functions, and donor meetings while serving as an ambassador for the organization's mission and impact.

Grant Writing and Administration:

- Identify and evaluate grant opportunities that align with the organization's fundraising priorities and strategic objectives.
- Conduct research and develop, write, and submit compelling grant proposals to foundation funders to secure resources that strengthen the organization's capacity and expand its impact.

Collaboration and Communication:

- Collaborate with Development, Marketing, and Mission teams to support organizational giving priorities.
- Represent the organization at events and community activities as needed.
- Provide regular updates to the Chief Advancement Officer on project progress, challenges, and opportunities.

REVENUE TARGETS AND GOALS

1. Secure Major Gifts:

- Close 25-30 gifts of \$10,000 or more annually.
- Generate \$1.2M-\$1.5M in major gift revenue.
- Increase major gift revenue by 15% year over year.

2. Grow Six-Figure Giving Pipeline:

- Identify 40 new prospects with six-figure capacity.
- Advance 20 qualified prospects into active major gift cultivation.
- Secure 3-5 gifts of \$100,000 or more annually.
- Build a documented pipeline exceeding \$2.5M in future opportunities.

3. Complete High-Value Donor Visits:

- Conduct 120 or more in-person meetings annually, with a minimum of 10 per month.
- Complete 150 meaningful donor interactions annually, including visits, strategy meetings, cultivation events, and stewardship meetings.
- Maintain engagement plans for 100% of assigned portfolio donors.

4. Advance Donors Through Moves Management:

- Move 50 donors to a higher stage of engagement annually.
- Present 40 formal funding opportunities or proposals.

5. Expand Corporate Partnerships:

- Secure 10 new corporate partners annually.
- Generate \$250,000-\$500,000 in corporate support.
- Increase corporate sponsorship revenue by 20%.

6. Sponsorship Development:

- Develop and present 20 customized sponsorship proposals.
- Increase average corporate sponsorship value annually.

7. Foundation Revenue Growth:

- Submit 20-30 grant proposals annually.
- Secure \$300,000 or more in foundation funding.
- Secure five new foundation relationships.

8. Retain Major Donors:

- Maintain 90% retention of donors giving \$10,000 or more.
- Retain 95% of six-figure donors.
- Increase average gift size among retained donors by 10%.

QUALIFICATIONS

Experience:

- Bachelor's degree required.
- Five or more years of fundraising experience and a proven track record of securing six-figure donations.
- Direct experience in donor cultivation, corporate giving, and grant writing.

Skills and Abilities:

- Strong organizational skills and attention to detail.
- Ability to manage multiple projects and deadlines.
- Excellent communication and relationship-building skills.
- Passion for the mission and community engagement.



LOCATION AND WORK ARRANGEMENT

This is a hybrid position based in Providence, RI, or Boston, MA, with an expectation of 1-2 days per week in the office and the remainder worked remotely. This position also requires attendance at fundraising events that often fall on nights or weekends and frequent travel during the work week throughout Massachusetts and Rhode Island for donor meetings.

BENEFITS

Make-A-Wish Massachusetts and Rhode Island offers a wide range of benefits including competitive pay based on experience, medical/dental/vision insurance, 403(b) retirement plan with employer contribution, paid time off, and social activities.

HOW TO APPLY

To apply for this position, please submit your resume and cover letter to jobs@massri.wish.org. Submissions will be reviewed on a rolling basis. No phone calls, please.

Make-A-Wish Massachusetts and Rhode Island is committed to providing a work environment in which all employees enjoy equal employment opportunities. All employment-related decisions are made without regard to a person's race, color, creed, sex, national origin, ancestry, age, disabilities, sexual orientation, or any other basis which is illegal under applicable federal, state, and local laws.