



Job/Position Description

POSITION TITLE: Corporate Partner Specialist (Development)

Department: Development
Location: Charlotte, NC
Reports To: Director of Corporate Partnerships
Supervises: No Direct Reports
Type of Position: Full-time Exempt

Make-A-Wish Central & Western North Carolina is a 501(c)(3) non-profit with a mission to grant wishes for every eligible child within a 51-county territory of NC diagnosed with critical illness.

POSITION SUMMARY:

The Corporate Partner Specialist is responsible for the management and growth of donor relationships with local & national corporate partners within chapter territory and will lead development initiatives that include special events, sponsorships, and donor cultivation with a focus on corporate giving. He/She is eager to learn and grow in this position and will collaborate with cross-functional colleagues to actively engage partners with our local mission.

Essential Job Functions

- Initiate and strengthen meaningful corporate relationships with key donors through systematic cultivation.
- Design, implement, track and manage multiple fundraising initiatives and marketing campaigns with local corporate partners, including employee giving and Fund-A-Wish programs. Fulfill organization deliverables and ensure maximum benefit to both parties.
- Create and grow local cause marketing programs through regular connection, solicitation and stewardship of local businesses.
- Maintain National corporate partner relationships throughout chapter territory, facilitating mission interactions, marketing touch points, and fundraising as needed; Help to grow local relationships where applicable.
- Assist with donor recognition, including preparing and sending donor recognition materials.
- Respond to donor inquiries and contacting donors as required; work with team in cultivating new partners.
- Corporate donor and prospect research; identify local synergistic businesses with capacity and propensity to give.
- Coordinate mission interactions with corporate donors, including Wish Ambassador presentations, corporate send-off/welcome home parties, and story-telling.
- Work with program department to implement wish ambassador program throughout development initiatives.
- Participate in the organization's strategic planning process to ensure integration of fundraising, awareness and philanthropy.

- Design and implement short- and long-term fundraising plans and budgets to support strategic goals.
- Motivate the Wish Ball gala volunteer committee with intent to initiate and strengthen volunteer relationships, guiding the group to success in solicitation and stewardship of event donors and sponsors.
- In conjunction with Director of Corporate Partnerships, cultivate and steward corporate donors of Wish Ball gala in attendance, oversee silent and live auction procurement, ticket and sponsorship sales, and committee partnership.
- Record keeping and reporting as it relates to specific job responsibilities; data entry utilizing Raiser's Edge, and regular reporting to the Development team
- Lead special projects, as advised by supervisor, to advance fundraising goals; other duties as assigned by supervisor

Essential Skills and Abilities:

- Commitment to and passion for the mission of Make-A-Wish
- Strong initiative and motivation; willingness to go above-and-beyond
- Ability to create and manage timelines and deadlines to achieve individual and team goals, both long-term and short-term; Proven ability to take responsibility and to problem solve in a proactive manner
- Ability to manage multiple projects simultaneously in an efficient and effective manner
- Effective oral and written communication skills; excels in public speaking and strategy presentation; ability to inspire
- Excellent organizational skills
- Exceptional attention to detail
- Understanding of finance and business
- Excellent customer service orientation and professional demeanor
- Ability to successfully work/positively contribute to a collaborative, team-oriented environment
- Effectively work in partnership with other departments to achieve goals
- Ability to work weekends and evening events/functions as required

Required Education and Experience

- Strong database system and PC skills with intermediate to advanced proficiency in Word, Excel, Power Point and Outlook. Raisers Edge and Kintera preferred.
- 2-4 year's work experience, preferably in Development or Sales field
- BS/BA or equivalent combination of education and/or work experience

Additional Qualifications

- Valid driver's license and reliable transportation
- Must be able to lift or carry a minimum of 30 pounds

All interested applicants must submit their resume and cover letter to resumes@nc.wish.org. No phone calls, please.

All applicants are considered without regard to age, sex, race, national origin, religion, marital status or physical disability.

Disclaimer: Position Description is not meant to encompass all aspects of position; other duties may be assigned.