



JOB DESCRIPTION
Coordinator, Corporate Alliances

Summary: Reporting to the Chief Development Officer, the Coordinator, Corporate Alliances is responsible for identifying, cultivating, and stewarding corporate partnerships throughout Los Angeles County to achieve established financial goals for Make-A-Wish® Greater Los Angeles (MAWGLA) Chapter. In addition, the Coordinator, Corporate Alliances serves as a liaison to Make-A-Wish America’s National Corporate Alliances and National Corporate Sponsorships teams, partnering on opportunities that involve our network of chapters throughout the U.S. and plays an integral role in MAWGLA’s overall fundraising team. In addition, the Coordinator assists the programs department in identifying and soliciting in-kind donations in support of wish granting.

Reports To: Chief Development Officer

Responsibilities:

- Manage activation and deliverables for a comprehensive partnership program that bundles a myriad of Chapter sponsorship opportunities, including local and national campaigns
- Creation of sponsorship packages – event specific and general - tailored to meet the needs of the prospective corporate partners
- Maintain regular contact with the national office Corporate Alliances and Corporate Sponsorship teams to effectively manage local activation of national campaigns
- Maintain an annual corporate donor recognition program
- Interface with the Make-A-Wish donor network to leverage their corporate contacts/introductions
- Work closely with internal marketing staff to develop collateral or sales tools, broadcast media opportunities, social media advertising, as well as other publicity targets
- Communicate activities and contact information regularly and frequently through timely recording of information in Raiser’s Edge and other assigned methods
- Utilize Raiser’s Edge to manage and track all areas of donor moves management and fundraising
- Provide reports on prospect and donor management and results on a regular basis, defined by leadership
- Work with staff leadership in developing assigned event budgets and timelines
- Participate in staff and volunteer meetings representing objectives and needs for assigned duties
- Support Development team efforts as assigned

Qualifications:

- 1 - 3 years’ non-profit fundraising experience (donor identification, cultivation, solicitation and stewardship) or sales
- Bachelor’s Degree preferred
- Strong understanding and comfort level in corporate marketing, social media, and event coordination
- Excellent written and oral communication skills with the ability to engage donors through Make-A-Wish’s inspirational mission

- Initiative-taker, highly organized and detail-oriented with the ability to work independently and effectively in a team environment
- Ability to effectively manage time and work priorities
- Superior presentation skills
- Professional and polished image with a comfort in dealing with all levels of donors
- Self-motivated and strong ability to multi-task
- Strong computer skills (Microsoft Word, Access, PowerPoint, Excel and Outlook) and fundraising database management skills, preferably Raiser's Edge

Candidate Profile:

The ideal candidate possesses a passionate commitment to our mission and would have:

- Ability to work in a fast-paced environment with tight deadlines
- Self-starter with ability to work effectively individually as well as being strong team player
- Highly organized and detail oriented with ability to multi-task
- Superior verbal and written communication skills
- High level of discretion in dealing with sensitive financial information
- Professional, polished image with a comfort in dealing with all levels of donors
- Proactive and goal oriented with strong decision-making skills
- Initiative-taker, highly organized and detail oriented with the ability to work independently and effectively in a team environment
- Interest in learning new skills and stretching outside the box
- Ability to listen effectively

All can apply by emailing cover letter, resume, and salary requirements to: hr@la.wish.org