



Job Title: Manager, Community Fundraising	
Reports to: Director, Special Events & Community Fundraising	
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	x Exempt _ Nonexempt
Regular Hours Worked: 35 per week	

Job Summary:

This individual is a valuable member of the Development Team and is the “right hand” to the Director, Special Events & Community Fundraising. The portfolio includes fundraising events and activities in the community as well as school and workplace fundraising. With a focus on supporting volunteer fundraisers in the community, this individual will bring leadership, digital interface expertise, vision and best practices to the Community Fundraising portfolio. This Manager is focused on retaining existing volunteer fundraiser relationships and seeking new ones as well as improving the overall volunteer fundraiser experience. This position is poised for growth. This individual is detail-oriented and has excellent relationship building skills as well as skills in the realm of digital fundraising. This position will have the support of other Special Event & Community Fundraising colleagues. The portfolio currently raises in the range of \$2M and this role will be vital to achieving this goal.

Essential Duties and Responsibilities:

- Creates and executes an Annual Plan for Community Fundraising portfolio ensuring all targets are met.
- Works with the support of the Director, Special Events & Community Fundraising to work with long established volunteer groups to ensure they meet their targets.
- Provides customized coaching and expertise to new top community fundraisers to help them reach or exceed fundraising goals.
- Leads in the strategy for thanking and stewarding all event organizers to foster their engagement and ignite loyalty to Make-A-Wish.
- Leads in the strategy for renewing organizers as appropriate each year.
- Acquires new organizers each year through strategic relationship-building and promotions.
- Develops a plan to digitize aspects of the portfolio in order to improve overall efficiency without compromising on personal relationship building with organizers.
- Create fundraising tips and ideas for current and potential organizers to help maximize revenues.
- Ensures event organizers are compliant with tax law as well as Make-A-Wish branding and policies.
- Uses analysis and best practices to guide decision-making.
- Liaises with National colleagues to ensure all activity is integrated and managed consistently.
- Provides hands-on support as needed for community events to ensure success that may include and is not limited to travel, set up and tear down.
- Ensures all activity is tracked and managed in Raiser’s Edge.
- Ensures all events and donations are compliant with our policies.
- Performs other duties as assigned.

Competencies:

Communications - Exhibits good listening and comprehension; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.

Customer Service - Displays courtesy and sensitivity; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service.

Dependability - Commits to doing the best job possible; Follows instruction; Keeps commitments; Meets attendance and punctuality guidelines; Responds to requests for service and assistance; Takes responsibility for own actions.

Planning & Organization - Integrates changes smoothly; Plans for additional resources; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.

Quality - Fosters quality focus in others; Improves processes; Measures key outcomes; Sets clear quality requirements; Solicits and applies customer feedback;

Use of Technology - Adapts to new technologies; demonstrates required skills; Keeps technical skills up to date; Troubleshoots technological problems; Uses technology to increase productivity.

Qualifications:

In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's degree and five to seven years of Development experience required.
- Experience with online fundraising platforms preferred.
- Must be proficient and experienced working in Raiser's Edge or equivalent database.
- Extensive knowledge of Microsoft Office Suite.
- Excellent organizational skills, attention to detail and strong prioritization ability.
- Success in managing multiple deadlines and able to multi-task.
- Ability to meet deadlines and deliver high-quality work product.
- Experience working in events preferred and an interest in fundraising desirable.
- Excellent verbal, presentation and writing skills, with active listening skills.
- Professional, confident and driven work style with a positive, team orientated spirit.
- Demonstrates the highest level of personal and ethical standards with the ability to represent the organization professionally and responsibly.

Physical Demands:

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- **Physical Demands:** While performing this job employees may occasionally be required to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.
- **Work Environment:** While performing this job employee is exposed to weather prevalent at the time with varying noise levels.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

How to Apply:

**Please copy and paste the link below in your browser to complete & submit our formal application on behalf of the Manager, Community Fundraising position with MAW Metro New York.

https://makeawishmetronewyorkandwesternnewyork-vxrot.formstack.com/forms/manager_community_fundraising

Only applications submitted through this link via Formstack will be considered for this position.**