



Position Description

Job Title: Development Manager of Community Partners
Location: Bethesda
Manager's Title: VP of Development
Employment Status: Regular Exempt
 Temporary Non-exempt
 Full-time
 Part-time

Date Created: July 13, 2018
Date Revised: July 31, 2019

JOB SUMMARY

The Development Manager of Community Partners reports to the Vice President of Development and is an integral part of the Development team, directly contributing to fundraising and engagement goals. He/she is responsible for developing, implementing and managing a robust fundraising program for our Community Partners and managing a fundraising portfolio. The Development Manager of Community Partners also manages a Coordinator who works with her/him, supports the Development team, Kids for Wish Kids and Wish Makers on Campus. The Development Manager of Community Partners is responsible for managing a stewardship program for all their programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement a comprehensive strategy to grow revenue from our Community Partners, youth programs and local cause marketing partners in the region.
- Develop and maintain financial and partner activity report and provide monthly to the VP of Development. Monitor progress to goals and revenue projections to ensure annual revenue targets are met for Community Partners.
- Identify and recruit external community partners. Cultivate and manage relationships to ensure their success in raising funds for the chapter. Provide external partners with resources as necessary to include: on-site support, chapter collateral, wish stories/videos, event promotion, etc.
- Manage a portfolio of at least 150 Community Partners and assist with the planning, execution and follow up of their campaigns and fundraising activities.
- In conjunction with the Development team, plan, implement and manage a successful stewardship program for Community Partners.

- Support the continued growth and fundraising success of the Community Leadership Council, excluding their signature event, Night Under the Stars.
- Oversee the strategy, planning and execution of Programs managed by the Coordinator. Supervise all aspects of their work and encourage their success.
- Accountable for growth and budget achievement for all Community Partners initiatives.
- Oversee content for webpages and collateral for youth programs, external partners, and councils.
- Review terms and conditions of all external licensing agreements prior to final approval by VP for Development.
- Research and submit monthly prospect list for new Community partners and events to VP of Development for review.
- Collaborate with MARCOM team to request and utilize Wish Ambassadors as needed.
- Submit MARCOM requests for the department as needed.
- Submission of community partnership details for the Make-A-Wish Mid-Atlantic event calendar and social media outlets.
- In collaboration with the Director of Data and Information System, track and record dollars raised for external events.
- Oversee and maintain RE and physical files for each community partner while following Make-A-Wish America guidelines and audit requirements.
- Select and manage interns, if needed.
- Adhere to all Make-A-Wish America performance standards and Make-A-Wish Mid-Atlantic internal controls, policies and procedures.
- Required attendance at chapter events as necessary in support of the Foundation's mission.
- Provide administrative support to the VP Development and CEO as it relates to External Partners.
- Other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received from the VP of Development and supervision is given to the Community Partnership Coordinator and interns.

QUALIFICATIONS

- Bachelor's Degree in Communications, Marketing, Non-profit Management or similar field.
- Prefer at least 4-5 years of experience in building relationships with businesses and community members and volunteer management
- Experience in non-profit and fundraising preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Experience in volunteer management and support; ability to manage a wide variety of external donors and volunteers with professionalism.
- Ability to track revenue against budget goals for all Community Partners.
- Strong professional ethics which include approaching others in a tactful manner; reacting well under pressure; treating others with respect and

consideration; accepting responsibility for own actions; following through on commitments.

- Ability to speak publicly in large or small venues to diverse audiences.
- Ability to guide Community Partners and volunteers in effective public speaking on the Foundation's mission and core values.
- Skilled in managing schedules of staff/volunteers to ensure proper coverage for events.
- Knowledge of and adherence to the Foundation's policies, procedures, and processes regarding incoming external donations.
- Ability to interpret guidelines and procedures and analyze the proper response if faced with a problem.
- Ability to work well with others outside of the organization.
- Exemplifies a can-do work ethic and attitude.
- Skilled at communicating clearly to vendors, new volunteers, Wish Ambassadors and members of the chapter's donor base.
- Skilled at building lasting relationships with potential donors and volunteers.
- Highly professional demeanor, able to work successfully with a wide variety of constituents including donors, board members, volunteers and professional consultants.
- High levels of integrity, trustworthiness, flexibility, compassion and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Ability to work with minimal supervision, manage multiple priorities and work in a deadline driven environment.
- Proficient computer skills in Microsoft Office Suite and Raiser's Edge database management software.

WORKING CONDITIONS

- Travel to meetings and events as necessary.
- Work nights and weekends, as necessary, to attend meetings and events.
- Must have access to reliable transportation and ability to travel to meetings or events at different locations.
- Use of computer required.
- Sitting, bending, reaching and walking.
- Some heavy lifting may be required.

To Apply:

Send cover letter with salary requirements and resume to Susan Lucas,
slucas@midatlantic.wish.org