JOB ANNOUNCEMENT

Development Manager – Full Time/Exempt
Make-A-Wish Orange County and the Inland Empire®

The Development Manager is a key member of the chapter's development team and is responsible for growing annual revenue generated from individual and corporate donors. He or she achieves annual revenue by identifying, qualifying, cultivating, soliciting and stewarding supporters and supporting the overall fundraising strategy to enhance the chapter’s ability to grant wishes.

As a member of the Development Team, the Development Manager will report to the Chief Development Officer.

**Essential Job/Position Functions:**

- Manage a portfolio of individual donors including all aspects of qualifying, cultivating, soliciting and stewarding these donors.
- Grow annual revenue generated from individual donors and manage processes for donor outreach.
- Implement prospect management strategies within Raiser’s Edge to track and move prospects to solicitation or an upgraded giving level.
- Manage a portfolio of corporate partners including all aspects of qualifying, cultivating, soliciting and stewarding new and existing corporate relationships.
- Seek opportunities for new cause-marketing campaigns with corporate partners including researching, designing and pitching potential corporate partners.
- Execute and ensure all deliverables for Make-A-Wish corporate fundraising campaigns including completion and submission of all relevant applications and reports.
- Manage the development of corporate sponsor materials in collaboration with the marketing and events teams.
- Secure corporate sponsor relationships in support of annual fundraising and mission-related events.
- Help secure in-kind support of goods and services.
- Support the development and execution of the chapter's annual fundraising strategy and strategic plan.
- Help develop and maintain a consistent stewardship plan for managing donor cultivation and stewardship efforts.
- Ensure the correct use of Raiser's Edge including timely input of data which will increase team response and donor care.
- Identify and communicate all potential opportunities and/or relationships to increase the chapter's ability to raise funds and grant wishes.
- Represent the organization at fundraising and community events as needed.
- Adhere to Make-A-Wish America performance standards, internal controls, policies and procedures.
- Other duties, as assigned.

**Job/Position Skills:**

- Nonprofit experience and prior success in fundraising program management.
• Experience and high level of comfort dealing with a diverse group of individuals, i.e. corporate leaders, community leaders and volunteers.
• Adherence to deadlines, strong organizational and time management skills.
• Excellent analytical skills and attention to detail.
• Experience in team-based, cross-functional work environments with effective and respectful communication skills.
• Ability to speak, read and write in English.
• Ability to maintain confidentiality.
• Requires a passion for and commitment to the work of Make-A-Wish.

Job/Position Qualifications:

• Bachelor’s Degree in Communications, Marketing, Nonprofit Leadership or related field.
• Two to five years nonprofit experience preferred.
• Proficiency in Raiser’s Edge (or similar database experience).
• Proficiency in Microsoft Office (Word, PowerPoint, Excel).

Working safely is a condition of employment. Make-A-Wish Orange County and the Inland Empire is a drug-free workplace.

The employee will be expected to work the hours necessary to meet the position requirements. Must be able to lift 25lbs.

COMPENSATION/ BENEFITS:
Compensation is commensurate with experience.

TO APPLY:
Submit cover letter and resume to getinvolved@wishocie.org
Subject line should read “Development Manager”

No phone calls please