



*"Together, we create life-changing wishes for children with critical illnesses."*

## **JOB ANNOUNCEMENT**

### **Community Director – Full Time/Exempt Make-A-Wish Orange County and the Inland Empire®**

At Make-A-Wish Orange County and the Inland Empire, we grant life changing wishes to children with critical illnesses. The Community Director represents the organization internally and externally, exercises independent judgment and discretion, and partners with and advises the CEO and CDO (as appropriate) on issues related to fundraising in the Coachella Valley. The Community Director is an entrepreneurial leader willing to pursue new and innovative strategies to ensure our mission to grant every eligible child's wish. The Community Director has a proven track record of communicating a clearly articulated case for support, while identifying, cultivating, and closing large gifts in partnership with the PR and Marketing team. The Community Director role includes engaging peers and other key stakeholders to develop a fundraising strategy to generate \$1M in revenue that is outcome focused and produces continued growth results. The Community Director position works closely with CEO, CDO, VP of Mission Delivery, and Marketing and understands the importance of a strategic collaborations. This position acts as a representative and ambassador to raise resources, support wishes, promote positive relationships, and develop strong resource partnerships for the benefit of the organization.

#### **Job/Position Responsibilities:**

##### **Fundraising**

- Actively seek out and develop new opportunities for investment, revenue generation, and strategic partnerships.
- Identify, develop and maintain long-term relationships with major donors, foundations and corporate contributors.
- Achieve stated revenue targets, as determined in collaboration with the CEO and development team during the budget process.
- Work with the CEO to effectively and efficiently utilize the CEO's time in meeting with donors.
- Plans and to leverage members' networks and experience.
- Identify potential individuals of influence to engage with the Board and Board Committees.

##### **Mission/Volunteer**

- Implement and maintain community/national relationships regarding in-kind donations used to enhance the wish-granting process.
- Secures in-kind resources for wishes, works with wish alum and their families and assists with wishes.
- Recruit and engage volunteers/interns in accordance with Chapter needs in Coachella Valley.

## **Leadership**

- Lead community development in the Coachella Valley while meeting individual goals to meet the needs of the Chapter.
- Identify and communicate to chapter leadership all potential opportunities and/or relationships that will increase the chapter's ability to raise funds and grant wishes.
- Serve as a member of the Leadership Team. Identify challenges and recommend solutions to senior leadership; balance competing priorities and work collaboratively with colleagues.
- Cultivate and maintain long-term, strong, and collaborative relationship with key stakeholders and organizations to achieve mutual goals.
- Adhere to all Make-A-Wish America performance standards and internal controls, policies and procedures.

## **Staff Management**

- Attract, develop, coach, and retain high-performance team members, as positions are added to the Coachella Valley.
- Set development staff goals, monitor work, and evaluate results to ensure that the development department meets organizational objectives and operating requirements and that the department's functioning and performance is in line with the needs and mission of the organization.
- Work with wish and fundraising staff and volunteers to develop systems to ensure consistent, high-quality project management.

## **Job/Position Skills:**

- Experience developing and executing a relationship based fundraising program with an emphasis on gifts over \$25K to include, but not limited to an understanding of DAF, CRT and CLT.
- Significant experience in securing funding from individuals, corporations and foundations.
- Proven career track record that shows stability with an organization and a demonstrated ability to develop, nurture and build relationships.
- Demonstrated ability to set and achieve or exceed goals.
- Proven team leadership and ability to work collaboratively to ensure strong departmental and Chapter structure.
- Team player who can give and take advice and support in order to ensure the fulfillment of the Foundation's mission.
- Adherence to deadlines, strong organizational and time management skills with attention to detail.
- Excellent verbal and written communication skills to clearly communicate with all employees, interns, volunteers, donors, the Board of Directors, CEO and other senior executives in a clear, business-like and respectful manner, which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write with fluency in English.
- Ability to maintain confidentiality.
- Requires a passion for and commitment to the work of Make-A-Wish.
- Ability to perform effectively in times of stress and be flexible and adaptable to situational changes.
- A strong understanding of the urgency of the need to enhance and maintain Development systems and structures.
- Demonstrated ability to work successfully with board members, volunteers, business and civic leaders.
- Ability to understand and convey complex projects to various audiences.

**Job/Position Qualifications:**

- Bachelor's degree or higher is required.
- CFRE preferred.
- 7+ years of diversified fundraising experience in a nonprofit environment, including capital campaigns, major gifts, annual gifts, direct mail and corporate philanthropy. Working knowledge of planned gifts.
- 5+ years of marketing/development/mission diversified partnership experience.
- Proven track record and knowledgebase in identifying, cultivating/stewarding, soliciting, and closing major gifts and corporate sponsorships. Proven ability to close six figure gifts is preferred.
- Proficiency in Microsoft Office Suite.
- Experience working with CRM database.
- Ability to speak, read, and write in English.
- Requires a passion for and commitment to the work of Make-A-Wish.
- The ability to drive a car, lift 25 pounds in and out of a vehicle, sit and work at a computer or stand for periods of time.

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.

Make-A-Wish Orange County & the Inland Empire is committed to championing diversity, equity, and inclusion, fostering an organization that is accessible and welcoming. Make-A-Wish is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Make-A-Wish Foundation is committed to providing reasonable accommodations, as required by law.

**TO APPLY:**

Submit cover letter and resume to [jobs@ocie.wish.org](mailto:jobs@ocie.wish.org)

Subject line should read "Community Director"

No phone calls please.