

Make-A-Wish® Oregon

POSITION TITLE: DEVELOPMENT MANAGER

Department: Development & Communications
Status: Salaried Part Time - Exempt, *includes some benefits*
Reports To: Development & Communications Director
Supervises: Volunteers and Unpaid Interns

Date Revised: January 2018

POSITION SUMMARY:

Fulfill the wishes of children with critical illnesses by providing resource development through major gifts, planned giving and foundation relations. This position works directly with the Development & Communications Director and CEO on building individual and foundation giving opportunities.

POSITION RESPONSIBILITIES:

Major Gifts

- Manage the entire development cycle (identification, cultivation, solicitation and stewardship) for a complex portfolio of 75 or more donors/prospects who give \$2,500 or more in conjunction with Development & Communications Director and CEO.
- Develops and manages relationships with new and existing individual donors, as well as foundations.
- Practices Moves Management to advance prospects towards solicitation and to continually replenish the individual donor pipeline.
- Utilizes Raiser's Edge to manage workflow and track prospect/donor activity.

Planned Giving

- Serve as the point of contact for all planned giving inquiries and gifts.
- Manage the Planned Giving Council.
- In conjunction with the Public Relations & Communications Manager develop planned giving related content to integrate into all Make-A-Wish Oregon communications platforms.

Stewardship

- Manages the chapter's stewardship efforts to ensure all donors are being stewarded appropriately for their giving.
- Collaborates with the Community Engagement Manager to provide wish engagement opportunities for donors.
- Steward and cultivate chapter donors with long-term history of giving
- Set up meetings for CEO to focus on strategic stewardship of donors.

Miscellaneous

- Write proposals, apply for grants available to Make-A-Wish Oregon and manage the reporting required by grantors.
- Represents the Foundation at fundraising events, meetings and activities.
- Performs other duties as assigned.

POSITION QUALIFICATIONS:

- Bachelor degree and/or equivalent experience
- Excellent verbal and written communications skills
- Collaborative work ethic with strong interpersonal and problem solving skills
- Non-profit development experience required (5-7 years) with proven record of successful fundraising solicitations and goal attainment in major and planned gifts
- Demonstrated ability to facilitate multiple tasks with deadlines
- Knowledge of Blackbaud's *Raiser's Edge* or other CRM software (preferred)