



**POSITION TITLE:** Associate Director of Community & Corporate Philanthropy

Department: Mission Resources (i.e. Development/Fundraising)

Reports To: Senior Director of Community and Corporate Philanthropy

Classification: Exempt

Location: St. Louis, Missouri

**Position Summary:**

The Associate Director of Community & Corporate Philanthropy performs duties to support the fundraising efforts of Make-A-Wish® Missouri & Kansas. This person is responsible for a portfolio of accounts and serves as the primary liaison for fundraising programs that align with the Chapter's revenue goals in the Saint Louis Region, primarily facilitating Corporate support for the St. Louis Walk for Wishes fundraising initiatives. Exceptional customer service for both internal and external stakeholders is the standard for all chapter employees.

Responsibilities include, but are not limited to:

**Job Responsibilities:**

- Lead fundraising initiatives for Saint Louis Walk for Wishes resulting in over \$700,000 new and renewal revenue
- Solicitation of support for Chapter events and programs in the region
- Collaborating in the development and execution of all fundraising strategies to achieve Chapter financial goals
- Researching new donors/supporters
- Cultivating past supporters and re-engaging lapsed donors/sponsors
- Diligent stewardship of donors/supporters to connect Make-A-Wish Missouri & Kansas with donor interests and priorities
- Manage Walk for Wishes leadership team to obtain new philanthropic support

**Job Duties:**

- Evaluate current and past efforts as related to events and/or programs;
  - Develop a plan for increased revenue streams to support the Chapter's long-range strategic goals.
  - Explore the various activities and needs of donors to encourage support from new contributors and recommitment of prior contributors.

- Recommend fundraising priorities according to a 12-18 month cycle and work with the Senior Director of Community and Corporate Philanthropy to ensure goals are met.
- Assist in developing an annual, comprehensive development calendar that includes detailed explanations and plans for each fundraising activity.
- Assist in the development of a department budget and in monitoring expenditures as they pertain to assigned fundraising events and/or programs.
- Solicit, cultivate and sustain relationships with organizations, corporations and individuals to address changing giving trends; present findings to the Senior Director of Community & Corporate Philanthropy.
- Conduct a minimum of 8 field visits per week.
- Work with Board of Directors and regional Leadership Teams to identify and cultivate new donor partnerships
- Meet with departmental team on a regular basis to discuss departmental progress and any current issues and trends
- Collaborate with Make-A-Wish internal teams to ensure fulfillment of donor recognition
- Input interactions/activities from assigned portfolio into database

OTHER DUTIES as assigned.

**This job might be a great fit for you if:**

- You've earned at least a Bachelor's degree in business or related field.
- You have a minimum two (2) years' experience working in development & fundraising with a proven record of success
- You possess a minimum of two (2) years' experience in non-profit or public agency management.
- Knowledge of board committee functions and management of volunteer leadership teams is part of your experience base
- You possess a working knowledge of non-profit fiscal management
- Public speaking, clear and effective written and oral communications skills and effective negotiations skills are all competencies and relative areas of comfort
- Proven ability in fundraising, coordination of events, corporate giving programs and fund development are aspects of your successful track record
- You can positively influence and lead people within and outside of an organization
- Negotiation and motivating others is energizing
- MS Office and Raiser's Edge are familiar tools
- The mission of the Make-A-Wish® Foundation is something you can passionately support

**Compensation and Benefits:**

- Competitive salary; commensurate with experience and education
- Excellent benefits package

**PHYSICAL DEMANDS:**

The physical demands described 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, drive, use hands and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**OTHER:**

Must have reliable transportation.

**INTERESTED CANDIDATES SHOULD SEND COVER LETTER & RESUME TO:**

Sharon Grace  
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