



Greater Bay Area

**Job Announcement
External Events Manager
September 2017**

Make-A-Wish Greater Bay Area grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Our Chapter serves children from Monterey to the Oregon border and anticipates fulfilling over 400 magical wishes this year. Each wish is unique and is the dream of a child who is critically ill, the resulting smiles speak volumes to the healing effects of a wish come true.

We are seeking an organized, experienced, successful and team-oriented fundraising and sales professional for the External Events Manager role. This individual is results-oriented, an exemplary worker and has a sincere interest in our mission. This exempt position reports to the Senior External Events Manager and is a member of the Events Team. This position will manage a portfolio of events to achieve the External Events goal of \$1.3 million annually.

PRIMARY RESPONSIBILITIES

- External Event Management – motivating and helping event hosts succeed in raising funds for Make-A-Wish.
 - Evaluation and approval of external event requests
 - Administrative and fundraising support (materials, online support, promotion, etc.)
 - Event planning and staffing support (volunteers, auction items, venue solicitation, etc.)
 - Donor recognition – event host and participants
- External Event Prospecting
 - Identify & secure new external events for the Foundation (including following up on leads, cold calls)
 - Actively network, promote and market the Foundation as a potential beneficiary
- External Event Support & Communication
 - Represent the Foundation before a variety of groups, speak about the Foundation’s mission and programs
 - Learn to use online fundraising pages in Luminate to assist External Event hosts who are using this software
 - Assist in creating and distributing ongoing communication pieces highlighting external event fundraisers, sharing best practices and finding new ways for fundraisers to get involved
 - Manage external events communication calendar (plan and write social media posts, newsletter posts, etc.)
 - Create outline and assist in writing content for bi-monthly external event newsletter
 - Create write-ups for current MAW & volunteer e-newsletters
 - Create other materials for the external event program as needed
 - Serve as liaison for all new and existing student level fundraising (elementary through college, as well as Youth Board)
- Assist the Events Team with preparations/projects for major internal events

CHARACTERISTICS: Curiosity, self-starter, motivated

EXPERIENCE & SKILLS:

- 4+ years related experience – fundraising, sales, event management; supervisory experience preferred
- Documented track record of growing a fundraising/sales program and exceeding budgeted goals
- Polished phone and face-to-face interactions; proven track record of being a team leader/motivator
- Skilled making presentations to small and large groups
- BA or equivalent
- Exemplary customer service and excellent follow through and timeliness
- Highly computer literate; The Raiser’s Edge, Luminate experience preferred, Microsoft Office required
- Extremely well organized and disciplined
- Must work well under pressure and meet deadlines & maintain a high level of accuracy (detail oriented)

- Must be customer-service oriented
- Must have valid California Driver License and access to personal transportation
- Must be able to lift 40 lbs
- Knowledge of Bay Area philanthropy desired
- Evening and weekend work required

TO APPLY

Send a letter of interest and resume to:

External Events Manager Search

Apply by email only: jobs@SFWish.org

Office Location:

Make-A-Wish Greater Bay Area

1333 Broadway, Suite 200

Oakland, CA 94612

No phone calls, please. Position is open until filled. EOE.