



GREATER BAY AREA
Job Announcement

Corporate Development Coordinator

6/18

Make-A-Wish Greater Bay Area is a wish granting organization. Together, we create life-changing wishes for children with critical illnesses. 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.

The Corporate Development department is responsible for raising \$1,850,000 in corporate donations annually. The Corporate Development Coordinator provides administrative and project-based support to the corporate team as well as having a small fundraising portfolio with existing corporate partners as well as developing and maintaining new corporate partnerships through many programs (event sponsors, general fundraising promotions, cause-related marketing, etc.) The successful candidate we seek is passionate about our mission, comfortable speaking to small and large groups, is a team player as well as creative self-starter that will take the initiative to get the job done. This a full-time, non-exempt position reporting to the Corporate Development Director.

RESPONSIBILITIES: stages

CORPORATE GIVING

Work with the Corporate team under the direction of the Director to develop marketing, cultivation, solicitation and stewardship materials for key corporate partnerships in support of stated yearly revenue goals.

Cultivate corporate partners and donors

Maintain a tailored portfolio of assigned corporate donors at various stages of cultivation cycle from identification through solicitation and stewardship

Write and present solicitation proposals to prospective partners and sponsors; write and facilitate terms of agreement; close gift agreements

Maintain a database of partnership opportunities using The Raiser's Edge: complete and file prompt contact reports on behalf of the team and build information on corporate donors and prospects.

Work collaboratively with Make-A-Wish America and other chapters throughout the U.S. to execute cause marketing campaigns and regional corporate partnership initiatives

CAUSE MARKETING

Work with the Corporate team on execution strategies and overall donor management for MAWA corporate partners and cause-related marketing partners in support of achieving chapters' stated revenue goals

Coordinate cause-related marketing programs, ensuring consistency and adherence to standards provided by MAWA

Use strategic communications in concert with the Marketing Team to steward partnerships through social media

CORPORATE GIVING TEAM SUPPORT

Assists with various project by:

- collecting and preparing information for internal and external meetings
- attending team meetings to gain insight on team fundraising strategy
- assisting in proposal and presentation development
- assembling mailings for solicitations, donor acknowledgments and other correspondence
- assist in researching current and prospective corporate partners
- coordinate Adopt-A-Wish program for team
- Other duties as assigned

EXPERIENCE & SKILLS:

BA or equivalent; 1+ year experience in an office environment; nonprofit development experience preferred
Professional demeanor in person and on the phone, strong customer service skills

Excellent communication, organizational and computer skills necessary / The Raiser's Edge experience a plus
Ability to work both independently and as a member of a team

Interest in nonprofit work and belief in the value of community service
Valid CA Driver's License and access to personal car for occasional travel
Ability to lift 40 lbs
Some evening and weekend commitments and overtime required
Ideal candidate will be well organized, have excellent and prompt follow through, meet deadlines
and love working in a fun and fast paced environment for a world-class charity!

To apply:

Send a letter of interest and a resume to:
Corporate Development Coordinator Search
Make-A-Wish Greater Bay Area
Email: jobs@sf.wish.org

Office Location
1333 Broadway, Suite 200
Oakland, CA 94612

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