



**MAKE-A-WISH® MID-ATLANTIC
POSITION DESCRIPTION**

JOB TITLE: Community Partnerships Coordinator
LOCATION: HQ/Bethesda
MANGER'S TITLE: Community Partnerships Manager
EMPLOYMENT STATUS: Regular Exempt
 Temporary Non-exempt
 Full-time
 Part-time

Date Created: November 18, 2014
Date Revised: October 2018
Date Revised: April 12, 2019

JOB SUMMARY

The Community Partnerships Coordinator for Make-A-Wish® Mid-Atlantic reports to the Community Partnerships and Stewardship Manager. In this role, he/she will manage and be responsible for achieving the budgeted revenue for the Kids for Wish Kids, Corporate Wish events, Work Place Giving and Corporate Alliances. He/she will also provide both functional and administrative support to the and Community Partnerships and Stewardship Manager as needed. He/She will assist in the coordination of partnership agreements and events, data management and prospect research.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accountable for growth and budget achievement as well as solicitation of new and returning Kids for Wish Kids (KFWK) and Wish Makers on Campus (WMOC) partners and events, Corporate Wish events (in conjunction with Corporate and Foundation Relations Director), Workplace Giving and Corporate Alliances.
- Manage youth fundraising outreach, relationship building, and scheduling and event execution.
- Identify, recruit, and cultivate, new and returning KFWK, WMOC, Corporate Wish Events and Partners and other program partnerships for the chapter.
- Assist team as needed in their other third-party events and responsibilities.

Examples include:

- Create and submit Marketing and Communications requests as needed, in correlation with stewardship plan and required deliverables for partners.

- Support cause-related marketing programs and community events as necessary.
- Represent the chapter at community events in the assigned area as appropriate.
- Speak on behalf of or represent the chapter at varying events.
- Attend networking, employee giving/workplace giving, community, youth, external events and check-presentations as needed.
- Prepare necessary reports to assist with tracking annual goals for team.
- Complete and file prompt contact reports and build information on corporate and community donors and prospects in the Raiser's Edge Database.
- Ensure the confidentiality and security of proprietary and donor information.
- Maintain project files and binders as required by local and national office standards.
- Must be an energetic professional with a track record of building relationships.
- Adhere to all Make-A-Wish performance standards and Make-A-Wish Mid-Atlantic internal controls, policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is received from the Community Partnerships and Stewardship Manager.

MINIMUM EDUCATION REQUIREMENTS

- Bachelor's degree in related field (nonprofit management, business, communications, marketing, journalism, hospitality, etc.)

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS

- 2 or more years of administrative support experience in a nonprofit setting, preferably with interest in corporate sector preferred.
- Ability to support multiple team members and manage time appropriately.
- Flexibility in day-to-day priorities is a must.
- Excellent communication, project management and organizational skills.
- Experience with databases preferred, particularly with Raiser's Edge..
- Experience using Luminate online preferred.
- Ability to solve problems and think strategically and tactically about opportunities to raise funds, balance competing priorities and work collaboratively with colleagues.
- Ability to research and identify new gift opportunities as well as successfully complete proposals and applications on time.
- Knowledge of fundraising, how to steward donors and the courage to make the "ask".
- Knowledge of and experience with internet-based research.
- Strong word processing, desktop publishing and spreadsheet experience.
- Exceptional customer service skills.
- Highly professional demeanor, ability to work successfully with a wide variety of constituents including donors, board members, volunteers and consultants.
- Good budgeting and donor/member relationship management skills.
- Strong organizational, administration, telephone and interpersonal communication skills.
- Detail and "big picture" oriented.
- Ability to work with minimal supervision, ability to manage multiple priorities and work in a deadline driven environment.

To apply for the position: Please send resume and cover letter with salary requirements to Susan Lucas, slucas@midatlantic.wish.org