



JOB/POSITION DESCRIPTION

JOB/POSITION TITLE: Development Assistant, Corporate and Community

Department: Development
Date Revised: January 2018
Reports to: Chief Development Officer
Supervises: Interns as Needed
Classification: Part Time, Non-Exempt
Location: This position is based in our Irvine Office (3230 El Camino Real Suite 100, Irvine, CA 92602)
Salary: \$14/hour
Benefits include: NA

How to apply: Send a COVER LETTER and resume (including 3 references) to getinvolved@wishocie.org (Use the subject line: "Development Assistant, Corporate and Community- *your name*")

Applications accepted until 5 p.m. on January 26, 2018
Interviews will be conducted between January 15, 2018 and February 1, 2018.
Position will start February 15, 2018 or after depending on selected candidate
No phone calls please.

JOB/POSITION SUMMARY:

Reporting to the Chief Development Officer, the Corporate & Community Development Assistant is responsible for assisting with the fundraising and administrative needs of Make-A-Wish Orange County and the Inland Empire. Responsibilities include donor database management, assisting in the research, identification, qualification, and tracking of corporate partnerships, support for cultivation and management of corporate donors, and administrative support of corporate and community development team.

In addition, the position will also be involved in chapter-wide initiatives and project.

POSITION RESPONSIBILITIES

- Responsible for management of clean, functional Corporate/Community Organization Donor Database, preferably proficient in Raisers Edge.
- Assist in preparation for corporate client calls to include packaging corporate materials, providing past donor history, preparing custom power point presentations, and stewardship materials as requested by CDO and Corporate Alliance Manager.
- Assist with the processing and documentation for fundraising campaigns, including external, signature and national events.
- Administrative support to Corporate and Community Development Team, including expense reports, mileage reports, forecasting, and more.
- Manage and supervise interns as they are requested and/or assigned to projects

CHAPTER SUPPORT

- Assist with preparation of materials and data for Chapter financial and compliance audits as directed
- Manage all administrative and operational processes in accordance with Chapter standards, policies and practices, as well as MAWFA Performance Standards and Guidelines

- Create and/or update policies, practices and SOPs related to areas of responsibility
- Collaborate with other chapter departments and team members (Wish, Development, Volunteer, Brand Advancement, Finance & Operations) as needed
- Attend conferences/trainings (National or local) as required

JOB SKILLS AND ESSENTIAL FUNCTIONS:

- Strong organizational, administrative, and time management skills
- Strong office skills used in daily correspondence and publications
- Proficient user of Microsoft Office programs, specifically MS Word, Excel, Power Point, and Outlook and CRM tools
- Excellent written and oral communication skills with the ability to engage donors through Make-A-Wish's inspirational mission
- Ability to work both independently without close oversight, but also as a member of a team
- Ability to understand instructions in order to do assignments correctly and thoroughly
- Ability to handle multiple deadlines in a calm, orderly, and accurate manner
- Ability to maintain confidential office information, including donors, contributions, and all constituent information
- Commitment to continued professional growth and development
- Professional and polished image with a comfort in dealing with all levels of donors

JOB QUALIFICATIONS

- 1 to 3 years fundraising or administrative experience supporting management or team.
- Working knowledge and familiarity of Orange County.
- Requires occasional travel to venues, donor meetings and events.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required.