



**MAKE-A-WISH ORANGE COUNTY AND THE INLAND EMPIRE
JOB/POSITION DESCRIPTION**

JOB/POSITION TITLE: Development Assistant, Major Gifts and Individual Giving

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

How to apply: Send a COVER LETTER and resume (including 3 references *and* salary requirements) to getinvolved@wishocie.org (Use the subject line: "Development Assistant, Major Gifts and Individual Giving – *your name*")

Applications accepted until 5 p.m. on January 25, 2018.
Interviews will be conducted starting January 29, 2018.
Position start date will be on February 12, 2018.

JOB/POSITION SUMMARY:

Reporting to the Individual Giving Coordinator, the Development Assistant is responsible for supporting the fundraising and administrative needs of the Major Gifts and Individual Giving team.

Responsibilities include donor database management, assisting in the research, identification, qualification and tracking of National, Chapter and on-line giving programs well as support for cultivation and management of major gifts and individual donors. In addition, this position will also be involved chapter-wide initiatives and projects.

POSITION RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Assist with annual summer and winter appeal programs, including donor database management, mailing lists, printing and delivery.
- Assist with contributor acknowledgement program including thank you letters/notes, year-end receipts, handwritten TY's as appropriate (including COIN list and website contributors)
- Assist with usage of Blackbaud's Raiser's Edge for managing workflow, including tracking prospect/contributor activity such as correspondence, phone calls, meetings, cultivation events, acts of stewardship (gifts, lunches, information packets).
- Coordinate Wishes in Flight program, managing donor information and marketing incentives
- Assist in the research, identification, qualification and tracking of current and potential constituents and major gift prospects by utilizing multiple online search engines and sites including I-WAVE Pro wealth screening.
- Assist in the research, identification, qualification and tracking of community and individual foundation grant opportunities.
- Assist Vice President of Major Gifts and Legacy Planning and Individual Giving Coordinator as needed.

- In collaboration with the Individual Giving Coordinator, manage and supervise interns as they are requested and/or assigned to projects.

CHAPTER SUPPORT

- Create, uphold and/or update policies, practices and SOPs related to areas of responsibility.
- Collaborate with other chapter departments/team members (Wish, Development, Volunteer, Brand Advancement, Finance & Operations) as needed to enhance ongoing contributors and messaging.
- Assist with preparation of materials and data for Chapter financial and compliance audits as needed.
- Assist with assessment of annual budgetary needs for areas of responsibility.
- Attend conferences/trainings (National or local) as required.

JOB SKILLS AND RESPONSIBILITIES

- Strong organizational, administrative and time management skills.
- Strong office skills used in daily correspondence and publications, including spelling, punctuation and grammatical skills and the ability to proof and edit work.
- Proficient user of Microsoft Office programs, specifically MS Word, Excel, and Outlook
- 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 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 to maintain and upgrade relevant knowledge, skills and abilities.

JOB QUALIFICATIONS

- Requires ability to work flexible work schedule.
- 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 needed.