



JOB ANNOUNCEMENT

Corporate & Community Engagement Assistant – Part Time Make-A-Wish Orange County and the Inland Empire®

JOB SUMMARY:

The Corporate & Community Engagement Assistant is responsible for: supporting the functions and administrative needs of the Corporate and Community Engagement Team. This job can be based either in our Irvine or Riverside Office.

The Corporate & Community Engagement Assistant plays an integral role in the chapter's overall Fundraising/Development team. In addition, the incumbent may be required to perform other job-related tasks and duties as directed.

Essential Job/Position Functions:

- Assist in entry and maintenance of Donor Database in Raisers Edge.
- Assist in preparation for corporate client calls to include packaging corporate materials, providing past donor history, preparing custom power point presentations, creating wish story plaques and stewardship materials as requested by Director and Managers.
- Assist with the processing and documentation for fundraising campaigns, including external, signature and national events.
- Administrative support to the Development Team, including expense reports, mileage reports, Raisers Edge Reports, and more.
- Supervise interns as they are requested and/or assigned to projects
- Collaborate with other chapter departments and team members (Wish, Development, Volunteer, Brand Advancement, Finance & Operations) as needed
- Adhere to all administrative and operational processes in accordance with Chapter standards, policies and practices including the employee handbook, as well as MAWFA Performance Standards and Guidelines
- Advise direct supervisor of matters of importance relating to areas of responsibility

Job/Position Skills:

- 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
- Strong attention to detail and 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
- Professional and polished image with a comfort in dealing with all levels of donors
- Adherence to deadlines, strong organizational and time management skills with attention to detail
- Excellent verbal and written communication skills to clearly communicate with all employees, interns, volunteers, donors, the Board of Directors, CEO and other senior executives in a clear, business-like and respectful manner, which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to maintain confidentiality
- Requires a passion for and commitment to the work of Make-A-Wish

Job/Position Qualifications:

- 1 to 3 years fundraising or administrative experience supporting management or team.

COMPENSATION/ BENEFITS:

Compensation is commensurate with experience. Salary range: \$12 - \$13 per hour.

TO APPLY:

Submit cover letter and resume to ssyrocki@ocie.wish.org

Subject line should read "Engagement Assistant- Your Name"

No phone calls please.