



Make-A-Wish Foundation[®] of Greater Virginia
JOB DESCRIPTION

Job Title: Regional Development Officer – Hampton Roads (Exempt)
Reports To: Director of Development

To Apply: Please email a cover letter, resume, writing sample, and salary requirements to jobapp@va.wish.org. Position open until filled; EOE.

Job Summary: The Regional Development Officer is responsible for building long term relationships and engaging donors in our mission in Hampton Roads. This includes seeking and establishing new relationships, stewarding and increasing support from current donors, and meeting or exceeding annual revenue goals. Salary range is \$48,000-\$58,000 with benefits available.

Location: This is a remote position based in Hampton Roads.

RESPONSIBILITIES:

- Proactively implement a comprehensive fundraising plan in Hampton Roads. Accountable for driving donation growth through lead generation and developing broad-based funding sources to ensure a continuing stable financial base for the mission and statewide operations.
- Responsible for reaching and securing individual, corporate and foundation relationships and attaining income goals.
- Oversee Make-A-Wish fundraising initiatives and programs including Adopt-A-Wish, Kids For Wish Kids, External Events and Corporate Partnerships in Hampton Roads.
- Work closely with CEO and Director of Development to strengthen and expand donor base and assist in the development of major gifts and planned giving campaigns in Hampton Roads and across the state.
- Build leadership opportunities and new revenue streams by identifying and creating a Hampton Roads Advisory Council.
- Successfully implement and execute a special event in Hampton Roads to maximize outcomes and value to donors, volunteers, and the organization.
- Manage, execute and analyze chapter direct mail programs across the state. Create strategic and customized individual solicitation proposals for donors in Hampton Roads.
- Collaborate with Development Team to help plan, guide and direct annual fund strategies to secure new gifts from prospects as well as renew and upgrade gifts from previous donors.
- Manage an active portfolio of donors, securing gifts and visits with donors.
- Represent the organization at events, promotions and speaking engagements as appropriate.
- In collaboration with the Marketing and Communications Manager, promote positive public relations to the community, ensuring the chapter has a visible public image through media contacts.
- Assist in developing and implementing the strategic fundraising plan and revenue budget.
- Maintain donor recognition and stewardship.
- Collaborate with Make-A-Wish Foundation[®] of America on best practices and resources.

- Manage procedures and practices to meet chapter ROI and revenue goals.

Other Development Responsibilities

- Position requires some travel, evening and weekend work hours.
- Performs other duties as required.

DESIRED QUALIFICATIONS:

- BS/BA or comparable experience required.
- Three to five years of experience in a similar role is required.
- Ideal candidate will reside in the Hampton Roads area
- Requires excellent project management, customer service, interpersonal skills, writing and presentation skills, and attention to detail.
- Highly professional and able to work successfully with a wide variety of constituents including donors, board members, volunteers, community groups and professional consultants.
- High levels of integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Ability to manage multiple priorities, and work in a deadline driven environment.
- Proficient computer skills in Microsoft Office with emphasis on PowerPoint and Excel, and Raiser's Edge database management software.
- Exudes a powerful passion for our children, their families, and our mission, day in and day out.
- Displays and purposefully creates camaraderie amongst coworkers, elevating their passion and enthusiasm for what our chapter is trying to accomplish.

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts, and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day. EOE.