



**Make-A-Wish Foundation® of Metro New York and Western New York  
DIRECTOR, PHILANTHROPY**

<b>Job Title:</b> Director, Philanthropy	<b>Location:</b> New York City, NY
<b>Reports to:</b> Chief Development Officer	
<b>Type of position:</b>	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
<p><b>Make-A-Wish Metro New York and Western New York</b> grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Nationally, Make-A-Wish is recognized as one of the top-10 children’s charities in America. The Metro New York and Western New York chapter has been recognized regionally and nationally for its stewardship and workplace culture, has been awarded 4 stars from Charity Navigator, named one of the <i>50 Best Nonprofits to Work For (2010-2012)</i> by The Non-Profit Times, and was a finalist of the 2013 New York Community Trust–New York Magazine Nonprofit Excellence Awards. The chapter has won the prestigious <i>Power of One Award</i>, presented annually by Make-A-Wish America to the chapter that contributes significantly to the greater good of the Make-A-Wish Foundation beyond their own territory, the only chapter to win the award twice.</p> <p>The Metro New York and Western New York chapter serves a 23-county region, including the five boroughs of New York City; Nassau County, Long Island; as well as Buffalo, Rochester and 17 counties in Western New York. The chapter raises more than \$11 million annually, of which more than \$10 million is derived from fundraising. The organization celebrated its 30<sup>th</sup> Anniversary and the granting of its 10,000<sup>th</sup> wish in Metro New York in 2013.</p> <p><b><u>Reporting Structure:</u></b> The Director, Philanthropy reports directly to the Chief Development Officer. He/She creates and manages all related policies and procedures that are based on best practices, ensuring the utmost care and consistency of service to our donors.</p> <p><b><u>General Summary:</u></b> The Director, Philanthropy is an integral part of the Make-A-Wish Metro New York and Western New York chapter and is responsible for managing relationships with the chapter’s most generous individuals and family foundations. He/she will be fostering meaningful relationships with donors and prospects in the philanthropic community to advance the Make-A-Wish mission. The Director will be responsible for managing individual relationships and the Philanthropy program as a whole. The Director must be adept at personally soliciting donors, developing long-term relationships with donors and implementing best practices for operating a major gifts program. The Director must be able to think innovatively and creatively in order to steward existing donors as well as find new opportunities. He/She will be expected to execute their annual plan, track and report on progress and meet a specific revenue goal each year. He/She will be working in partnership primarily with the Chief Development Officer, Chief Executive Officer and other Development team members.</p>	



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**Duties & Responsibilities:**

- Manages the chapter's relationships with individual donors, family foundations and prospective supporters contributing or potentially contributing \$5,000 or more.
- Develops and executes a detailed Annual Plan that is integrated with the Development team's Annual Plan and the organization's Strategic Plan to ensure all revenue targets are met within budget.
- Works closely with the CDO and CEO to help build relationships with the organization's top individual donors, family foundations and prospective supporters.
- Works collaboratively with team members, develops and executes meaningful, creative, coordinated and cost-effective stewardship initiatives to thank supporters and engage prospects. This may include, but is not limited to, stewardship events, public recognition, in-person visits, formal presentations, written correspondence, phone correspondence, video messaging and social media.
- Creates and manages all tools (funding menu, recognition opportunities, communications, etc.) to support donor intent and the chapter's needs that are based on best practices.
- Ensures all activity is tracked and mapped out in Raiser's Edge. In addition, ensures all coding is in place to effectively serve, deepen and expand the chapter's philanthropic relationships.
- Works with select senior-level volunteers, encouraging and inspiring them to help identify new supporters and help steward existing supporters.
- Works collaboratively with chapter colleagues and using prospect research, identifies new giving opportunities to be pursued.
- Works closely with Make-A-Wish America (national office) to support key philanthropic relationships with local donors who give nationally.
- Serves as a point person for all major giving information, advice, policies and procedures for the chapter.
- Supports chapter efforts to seek gifts-in-kind by soliciting and stewarding in-kind supporters.
- Maintains compliance with Make-A-Wish of America brand standards and policies.
- Is an ambassador for Make-A-Wish in the philanthropic community supporting positive brand awareness.



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- As a senior member of the Development team contributes to the overall direction and management of the Development team.
- Stays abreast of best practices and giving innovations with a willingness to test new ideas in the chapter.

**Education and Experience**

- A minimum of 10 years of experience required in fundraising, including individual giving.
- Demonstrated success in engaging with supporters and securing gifts of a minimum of \$50,000 required.
- Experience managing outstanding annual major donor programs stewarding high net worth supporters required.
- Expertise in developing relationships with major funders and crafting solicitation strategies to secure results required.
- Bachelor's degree required.
- Capital campaign experience preferred.
- Active CFRE status preferred.
- Proven track record directly engaging high net worth donors in New York City preferred.

**Other Skills and Competencies:**

- Emotional intelligence to understand and connect with donors and prospects.
- Excellent writing and oral presentation skills.
- Demonstrated ability in project management and long-term relationship management.
- Highly competent working in Raiser's Edge.
- Strong interpersonal and communication skills.
- Thoroughness and attention to detail.
- Demonstrates the highest level of personal and ethical standard with the ability to represent the organization professionally and responsibly.

**Disclaimer**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

**How to Apply**

Make-A- Wish has retained PNP Staffing Group to lead this search. Interested candidates should email a cover letter with salary requirements and resume to Arlene Shapiro, Executive Recruiter at: [ashapiro@pnpstaffinggroup.com](mailto:ashapiro@pnpstaffinggroup.com). **Application deadline is Thursday, May 17<sup>th</sup>.**