



# Make-A-Wish® Wisconsin Position Description

**JOB/POSITION TITLE:           Regional Director – Madison**

Reports to:                    Director of Development  
Supervises:                  Regional Office Coordinator  
Classification:              Full-time; Exempt

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**POSITION SUMMARY:**

The Regional Director is responsible for overseeing the seven-county region in South Central Wisconsin in the areas of fundraising, major gifts, marketing, public relations and community awareness. The Regional Director serves as a leader in communicating the Make-A-Wish mission and vision, developing and implementing fundraising strategy and objectives working with the chapter office to achieve those goals. This position also supervises one staff member and works collaboratively as part of the Make-A-Wish Wisconsin senior leadership team.

**JOB DUTIES AND RESPONSIBILITIES:**

- Serves as lead fundraiser in the region. Accountable for establishing and implementing a comprehensive fundraising program and driving growth to ensure continuing, stable financial base in South Central Wisconsin. Supports statewide operations including individual and corporate solicitations, major gifts, grants, sponsorships, events, workplace giving. Manages national fundraising relationships in area with the chapter office.
- Proactively develops effective individual, foundation and corporate relationships to achieve results by identifying opportunities, researching prospects, building/maintaining relationships, stewarding donors and ensuring donor engagement/retention/satisfaction. Builds appropriate partnerships with potential Board leadership, committees, staff, volunteers, wish families, community partners and the public to accomplish financial goals.
- Accountable for the successful creation, implementation and completion of internal special events in the territory, (including Women for Wish Kids and *Walk For Wishes*® events) to maximize outcomes for all stakeholders.
- Manages donor recognition in region, event committees and Advisory Council. Manages regional office operations, including internal controls, budgeting, financial accountability for contributions, compliance to national performance standards, and ensuring sound business practices and fiscal responsibility.
- Represents Make-A-Wish Wisconsin at events and speaking engagements as appropriate. Helps develop communications efforts within the region in coordination with Chapter-wide efforts and serves as a lead spokesperson for Make-A-Wish in South Central Wisconsin.
- Oversees Regional Coordinator who supports events, volunteer outreach and training and external fundraisers and works with the chapter Senior Leadership team to fulfill all goals as outlined in the strategic plan.

**QUALIFICATIONS**

- Candidate must be a self-motivated, goal-&-detail-oriented professional with a BA/BS Degree in Non-profit Management/Fundraising, Marketing, Business or similar background and proven track record of 5-7 years of progressive professional experience in managing and directing a successful, diverse development program, including major gifts.
- Candidate must have passion for the Make-A-Wish® mission, model integrity, be able to interact with diverse groups of people and motivate and inspire others to achieve results.
- Knowledge of the Madison/South Central philanthropic communities required. Demonstrated ability to network and develop strong relationships, capability to manage multiple priorities within tight timelines and effectively set/manage priorities needed. Previous management responsibility and work with Boards of Directors desired.
- Exceptional written, verbal and interpersonal skills, strategic thinking and budget management. Computer literacy in Microsoft Office Suite; Raiser’s Edge and/or Salesforce experience preferred along with a willingness to work evening and weekend hours as needed.

Salary is competitive and based upon qualifications. Comprehensive benefits package included.

**TO APPLY: Submit cover letter, resume and salary requirements to: [info@wisconsin.wish.org](mailto:info@wisconsin.wish.org) by April 28, 2017.**

**Subject Line should read “Madison Regional Director” - NO PHONE CALLS PLEASE!**

*Only candidates selected for interview will be contacted*