



Mission

To grant the wishes of children with life-threatening medical conditions
to enrich the human experience with hope, strength and joy.

POSITION DESCRIPTION

JOB TITLE: PROGRAM COORDINATOR, GREATER NEBRASKA

OFFICE LOCATION: Make-A-Wish Nebraska Kearney Satellite Office

REPORTS TO: Director of Development, Greater Nebraska Region

STATUS: EXEMPT, FULL-TIME

GENERAL STATEMENT OF RESPONSIBILITIES:

The Program Coordinator, Greater NE is responsible for the oversight and management of all wishes and Volunteer Wish Teams in the Greater NE region, working closely with the Program Services Director. This position is also responsible for all aspects of Medical Outreach for Greater NE. This position is responsible for the overall operations of the Kearney Office (greeting visitors, answering phones, opening mail, preparing daily deposits, managing/ordering office supplies, etc.). This position will provide support to the Director of Development, Greater NE with all aspects of donor relations and stewardship, as well as internal and external fundraising events. This individual shall be able to deal with a wide variety of contacts from within and outside the organization, including public speaking.

POSITION QUALIFICATIONS:

- 2-5+ years experience working in non-profit program/office management
- BA/BS in social work, business or other related field
- Dedication to achieving the goals of the Make-A-Wish Foundation, the ability to demonstrate sensitivity toward wish children/families and to work well as a team with volunteers and staff
- Demonstrates exceptional communication skills both oral and written, must be highly skilled in public speaking representing MAW with professionalism.
- Organization and high level computer skills, including data entry (Raiser's Edge), Word, Excel, PowerPoint, etc.

- Quick, efficient and accurate data entry skills and typing skills
- Must be able to work with little or no supervision in an environment with frequent interruptions and short deadlines
- Must be able to make sound decisions relevant to all aspects of wish granting and office management
- Well organized use of time and resources
- High level of confidentiality; willing to submit to a background and credit check
- Has the ability and willingness to travel as required for the position, including evenings/weekends

DUTIES AND RESPONSIBILITIES:

- Manage all aspects of wish granting process, working with volunteers to ensure each child receives a quality wish. Will work in partnership with Program Services Director
- Research wish experiences, design itineraries, manage initial paper work with Wish Granting volunteers and the families.
- Maintain updates in children's wish files and communication with Program Services Director
- Sustain wish data in the Raiser's Edge computer information system for wish children and families, referral sources and in-kind donor resources.
- Manage volunteer and medical outreach for Greater NE region, including conducting New Volunteer Orientation, Wish Granting training, coordinating team meetings, and conducting medical outreach with hospitals/clinics throughout the Greater NE region.
- Oversee daily office management, i.e., phones, mail, deposits, correspondence, office supplies, etc.
- Work collaboratively with Director of Development, Greater NE in facilitating and implementing events, i.e., Kearney Fundraising Dinner & Auction, external fundraising events, parades, wish family events, etc.
- Provide development support, i.e., updating donor records in RE, managing donor correspondence and assisting with all aspects of donor stewardship, etc.
- Assist with community and event outreach, serving as MAW representative as needed.
- Adhere to national standards, chapter polices and guidelines.
- Other responsibilities as assigned.

To apply, please send cover letter, resume and salary requirements to Marion McDermott, Make-A-Wish Nebraska, mmcdermott@nebraska.wish.org by September 8, 2017.