



Organization: Make-A-Wish® Tri-Counties
Position: Community Outreach Specialist
Reports to: Director of Development
Location: HQ Camarillo, CA
Job Type: Non-Exempt / Full-time

Want to make a real difference in the life of a child? Come join our team!

Make-A-Wish® Tri-Counties grants life-changing wishes for children with critical illnesses. We are expanding and will now be serving families in San Luis Obispo, Santa Barbara, Ventura Counties, Kern, Kings, Tulare, and Inyo counties. Our organization is an independent 501(c)3 and a chapter of Make-A-Wish America. We are looking for a new team member who aligns with our mission and is dedicated to improving the lives of others through the magic of a life-changing wish. We seek an enthusiastic, passionate, and committed candidate to apply for this important regional Community Outreach Specialist position.

Position Summary

The Community Outreach Specialist (COS) is a key position that supports all fundraising efforts for the chapter. This position works closely with the Director of Development, CEO, and other chapter staff and provides administrative support for the team, special events, and external events and campaigns. All events and activities are managed to maximize revenue, resources, and strong relationships within the community. This position works closely with staff and volunteers to grow funding, crush established goals, and ensure a consistent, positive brand presence throughout the region all in support of making wishes come true.

Primary Responsibilities

The COS in partnership with the Director of Development, assists in coordinating internal chapter special events, coordination of external events, community-based fundraising activities, and provides administrative support to the development department. Primary activities include:

Internal Events

- Assists and supports chapter-led internal events, including Big Wish Bash, Rams Night for Wishes, Wine and Wishes, and other smaller events throughout the year.
- Helps secure support from corporate & community partners and sponsors for all events.
- Provides direction and administrative support to volunteer event chairs and event committees.
- Ensures all aspects for MAWTC internal events are tracked, coordinated, and implemented with an elevated level of attention to detail and at the direction of the DoD and event production team
- Coordinates and tracks Internal Event Budgets with the DoD.
- Maintains and updates all sponsor packets, collaterals, and communications for chapter events.
- Coordinates and delivers sponsor recognition and thank you notes and awards after events.
- Assists in the evaluation of all events and produces post event dashboards and reports.
- Coordinates and supports event volunteers.

External Events

- Coordinates external fundraising events.
- Prepares External Event agreements and budgets.
- Coordinates post event follow up, gift acknowledgement and post event reporting.
- Coordinates external event details, and event calendar and supports social media promotion.
- Assists in the development and implementation of community-based programs like Kids for Wish Kids® and other similar campaigns.
- Coordinates and tracks External Fundraising event budgets with the DoD.

Administration

- Maintains accurate event records and budgets
- Maintains accurate donor records in CRM database (Salesforce).
- Coordinates donor acknowledgement and recognition for all events and activities.
- Coordinates and tracks event outcomes and progress towards fundraising goals and provides updates to the Director of Development and CEO regularly.

Desired Background and Attributes

- BS/BA degree in a related field preferred with 1-3 years of business development experience and/or nonprofit fundraising or an equivalent combination of education and experience.
- Excellent written and oral communication skills.
- Superior attention to detail in all written communications, record management and documentation.
- Superior problem solver who is a deadline-driven, goal-oriented, and organized specialist.
- Proficient in Microsoft Office Suite, Outlook, Adobe, Salesforce, Constant Contact, GiveSmart, One Cause and/or similar event platforms.
- Experienced and resourceful project manager with strong time management skills with proven ability to work within tight timelines and limited budgets.
- Embody creativity, drive, a strong work ethic, and a great sense of humor.
- The ability to drive a car, lift 20 pounds in and out of a vehicle, sit and work at a computer or stand for periods of time.
- The ability to work independently and collaboratively as part of a tight-knit team.
- Personal commitment to and passion for the Make-A-Wish mission.
- Flexible work schedule required with ability to work evenings, weekends, and travel as needed to meet chapter goals and fulfill mission delivery.

Working Conditions

This position offices out of Camarillo, CA, and requires the individual to work in an office environment and in a shared office space. The individual must have access to reliable transportation and the ability and willingness to travel regionally as required in this position. The position also requires sitting at a desk and working at a computer for extended periods of time.

Rewards and Benefits

- Competitive wage (\$21-\$24/hr. commensurate with experience)
- Comprehensive benefits package includes healthcare, dental, vision insurance; life/disability insurance; retirement; paid holidays and vacation.

Join Our Team of Inspired People Transforming Lives

We are more than just 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.

Limitations And Disclaimer

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of the minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

How To Apply

Qualified candidates should submit a cover letter with salary requirements and resume outlining experience by email to trishmiller@spherion.com. Please place MAW Community Outreach Specialist in the subject line. No phone calls, please.

Make-A-Wish® Tri-Counties respects and ensures equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.