



Development Officer Development Department

Job Title: Development Officer, Signature Events

Department: Development Department

Reports to: Development Manager

Status: Full Time, exempt

About Miracles for Kids:

Miracles for Kids is a nonprofit organization based in Southern California that helps low-income families with critically ill children fight bankruptcy, homelessness, hunger and depression so they can focus on what matters most.

Miracles for Kids is one of the only organizations on the West Coast that provides monthly financial assistance, subsidized housing, mental health services and wellness activities to families with a critically-ill child. The services help create stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids has a main office in Irvine, CA and a subsidized housing complex, Miracle Manor, in Orange, CA. To learn more about how Miracles for Kids has joined forces with parents and loved ones, visit www.miraclesforkids.org.

Job Summary:

Reporting to the Development Manager, the Development Officer plays an important leadership role executing development events and fundraising efforts to further the Miracles for Kids mission. The Development Officer will manage oversight and execution of events and support the organization's fundraising efforts.

Job Duties:

- Manage all Miracles for Kids Signature Events and the components to ensure their success
 - Miracles Golf Invitational – Golf event hosted at one of OC's members-only courses
 - Night of Miracles Gala – Black-tie optional high-profile event that raises \$1M+
 - Stars & Stripes – Fishing, golf, and gala in Cabo San Lucas
 - Other events as the needed
- Review and manage vendor contracts and relationships
- Oversee the production of event marketing materials
- Develop a process and oversee the procurement of In-kind donations
- Manage the registration process for all events
- Manage event volunteers
- Oversee all online auctions
- Manage the budget for all events

The Development Officer will also provide support in key areas of the department functions

- Support the communication strategy
- Recommend content submissions
- Provide content for Board Reports
- Support cultivations efforts of VIP and HVT

This Job Is for You If You:

- Are passionate about doing something you love for a cause you believe in
- Enjoy event set up, logistics and management and have an eye for detail
- Are organized, hardworking and willing to roll up your sleeves with a team you can have fun with
- Are a deadline-driven, self-starter with an analytical mindset and problem-solving ability

- Can communicate effectively with your co-workers, external donors and volunteers
- Proficient in Microsoft Office (Word, Excel and PowerPoint) and willing to gain experience in new systems, including Blackbaud and Greater Giving
- Have an interest in development and relationship building
- Are seeking a position that provides professional growth while also giving back to an underserved segment of our community in great need