



Sr. Development Officer – Corporate Partnerships

Job Title: Sr. Development Officer
Department: Development
Reports to: Development Director
FLSA Status: Full Time, Exempt

About Miracles for Kids:

Miracles for Kids is a 501(c)(3) nonprofit organization serving families with critically-ill children receiving treatment at one of four hospitals: CHOC Children's in Orange, Children's Hospital Los Angeles, Mattel Children's Hospital UCLA, and Benioff Children's Hospital in the Bay Area. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Irvine, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

Job Overview:

Reporting to the Development Director, the Sr. Development Officer, Corporate Partnerships, plays an important leadership role developing and building new Corporate Partnerships and managing existing Corporate Partners to further the Miracles for Kids mission. In addition, the Sr. Development Officer will directly supervise and support the Development Coordinator and the Volunteer Engagement Assistant.

Job Duties:

- Manage the Miracles for Kids Corporate Partner program
 - Steward current Corporate Partners
 - Encourage employee engagement through custom volunteer opportunities, office collection drives, on-site and off-site team building volunteer activities
 - Create new "out-of-the-box" opportunities
- Oversee the Box of Miracles program
 - Engage with general donors, 360 members, and Corporate Partners at the Box of Miracles assembly events
 - Process in-kind donations
 - Manage the registration process for all Box of Miracles events
 - Manage Box of Miracles event volunteers

The Development Officer, Corporate Partnerships will also provide support in key areas of the department:

- Oversee the grant writing program
- Support communication strategy
- Recommend content submissions for the monthly Miracles for Kids newsletter
- Provide content for Board Reports

Qualifications and Skills

- Bachelor's degree preferred.
- Solid relationship building skills enhancing internal organizational relations and external community interactions
- Passionate about sharing the Miracles for Kids' mission; excellent oral, written and public communications skills
- Experience in planning and executing small to high-capacity events; securing sponsorships and support

- Able to work in fast-paced environment and juggle multiple priorities with ease
- Project management skills: ability to multi-task, problem solve, prioritize, delegate, and create systems and processes
- Expertise in Microsoft Office and database management; experience with Blackbaud NXT or Raiser's Edge a plus
- 3+ years' experience in fundraising, volunteer management, corporate or non-profit community relations, project management, community organization or other related areas required.
- Must be well organized, flexible, and able to work under pressure.
- Able to work event hours. Shifts will be based on event schedules, and you must be able to work some evenings and/or weekends based on our event calendar.
- Must occasionally lift and/or move up to 25 lbs. Events may require standing, walking, and/or moving.

Work Environment:

Full-time at the Miracles for Kids office in Irvine, CA. Throughout the year, your schedule will include various evening and weekend events/programs. As an organization that is focused on the well-being of those we serve, we are equally concerned about the well-being of our staff. We endeavor to maintain a rewarding and supportive environment where employees can thrive.

Interested? Apply Today!

- Please email your cover letter and resume to info@miraclesforkids.org.

The individual in this position will be working in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.