

Nik's Wish Development Director (Fulltime Contract Position)

Nik's Wish, The Nikolas Ritschel Foundation (NRF) is a Rockford-based, all volunteer, 501(c)(3) charity founded in 2012. Our mission is to *BRING JOY throughout the nation to young adults (18-24), and their loved ones, fighting cancer.* We do this by granting and then fulfilling wishes for these courageous young adults (Wishers), who are too old for Make-A-Wish type programs. Since its founding, Nik's Wish has granted nearly 275 wishes in 38 States. Currently, a wish is averaging \$7,500 to fulfill. To learn more, visit www.NiksWish.org or <https://www.facebook.com/NikolasRitschelFoundation/>.

As Nik's Wish continues to grow, we see the need to hire our first, fulltime Development Director. For the past 10 years, we've relied heavily upon the generosity of Northern Illinois and the Stateline. We're grateful for this strong, support, but see the need to reach out beyond these areas.

Position Description

The Development Director will develop and execute all aspects of the NRF's fundraising including grant writing, fundraising campaigns, major gift solicitation, donor-centered communications, and maintenance of our donor database. They will also assist in maximizing the effectiveness of fundraising events. This position reports directly to the NRF's Board of Directors with day-to-day oversight by the NRF Executive Director. It's a fulltime, 1-year, independent contractor position, with the opportunity for growth and annual renewal based on performance.

Responsibilities

Grant Writing Outreach

- Expand our grant research and application outreach well beyond Northern Illinois and the Stateline.

Comprehensive Fundraising Plan

- Identify near and long-term revenue goals to support NRF's sustainability and growth
- Develop and execute a comprehensive, annual fundraising plan to meet identified revenue goals

Fundraising Campaigns and Activities

- Identify and solicit financial support from prospective individual, foundation, and corporate donors
- Manage annual and capital campaigns
- Develop fundraising marketing materials
- Assist in overseeing coordination and organization of fundraising events

Major Donors

- Develop and implement a major donor plan and supporting strategies
- Identify prospective major donors
- Present major gift appeals and proposals
- Cultivate ongoing major donor engagement

Donor Communications and Database

- Promote awareness of NRF activities and accomplishments through a variety of media
- Maintain communications with current and prospective donors
- Generate an annual giving report for external communication
- Prepare donation acknowledgement correspondence
- Manage NRF donor database

Other tasks and responsibilities as assigned by the NRF Board of Directors

Requirements & Qualifications

- Bachelor's degree preferred, but will consider those with equivalent real-world knowledge and experience
- Demonstrated fundraising and development background with established local and national connections
- Highly skilled in researching grant opportunities and completing grant applications
- Knowledgeable and experienced with the intricacies and best practices of fund-development
- Familiar with the effective use of donor-management software (such as Salesforce)
- Exceptional written, interpersonal, communication, and presentation skills
- Self-motivated, highly organized, and flexible with effective time management skills
- Ability to prioritize and perform work independently with minimal supervision
- Ability to work effectively with our core NRF team and public relations contractors
- Strong analytic, strategic, and relationship-building skills
- Mission driven in spreading the gospel of employer's worthy cause both locally and nationally
- Proven track record of donor identification, cultivation, acknowledgement, and retention

To be considered...

Please submit your resume and cover letter to:

The Nikolas Ritschel Foundation

Kelli Ritschel Boehle, Founder, Executive Director

kelli@NiksWish.org

cell 815-262-8825 (Text anytime; Calls after 5:30 pm please)