

JOB DESCRIPTION

JOB TITLE	DEPARTMENT	HIRING MANAGER
Wish Granting Coordinator	Wish Granting	Carol Bistodeau

TERM	LOCATION	SALARY RANGE
Full-Time	Fridley, MN	TBD – Based on Experience

FUNCTION

The Wish Granting Coordinator is responsible for all aspects of the wish granting process.

RESPONSIBILITIES

Wish-Granting

- Plan and implement special gift and event wishes as assigned.
- Research all options for wish fulfillment.
- Coordinate all aspects that may be involved in a wish, including but not limited to: accommodations, ground and air transportation, services, medical equipment, itineraries.
- Budget preparation and management to ensure all wishes come in below or at budget.
- Plan each wish to be an extraordinary experience; work with volunteers to enhance each wish.
- Protect wish family confidentiality.
- Maintain wish database as well as paper files for each child.
- Monitor progress of each wish to ensure the wish proceeds in a timely manner.
- Comply with all procedures, guidelines & policies.
- Complete thank you's to all donors and supporters of the wish.
- Communicate with health care professionals, families and volunteers in regard to the wish process.
- Strengthen relationships & work with vendors/donors/volunteers.
- Organize and track tickets and special opportunities for wish children.
- Solicit and secure in-kind opportunities for special wish opportunities and requests and track per procedures.
- Creatively write and update website with wish stories.
- Work on special projects as needed.
- Represent **Wishes & More** at events or training sessions as needed.
- Assist in outreach to further the execution of the message of our program opportunities for medically qualified children to health care professionals.

General Office

- Routine office responsibilities
- Compose and type routine correspondence

TECHNICAL SKILL REQUIREMENTS

- Excellent skills in Microsoft Office Applications (Access, Excel, Word, PowerPoint, Outlook).
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EDUCATION/EXPERIENCE

- Preferred - Bachelor's Degree in Communications, Non-profit management or related field.
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PREFERRED QUALITIES

- Excellent oral and written communication skills
- Administrative experience in a professional environment
- Excellent organizational and time management skills – THIS IS A MUST!
- Self-starter & self-motivated
- Able to stay on task and finish responsibilities
- Strong ability to work with others and encourage partnerships
- Passion for non-profit work
- Professional, Personable and Reliable