



## DEVELOPMENT OFFICER (SPECIAL EVENTS)

We are currently seeking an experienced *Development Officer* to join our team in our Addison, TX, location.

### Who We Are:

**Make-A-Wish North Texas** - Since 1980, Make-A-Wish® has been creating life-changing wish experiences for children with critical illnesses around the world. Wishes have proven physical and emotional benefits that can give children with critical illnesses a higher chance of survival. When a wish is granted, a child replaces fear with confidence, sadness with joy and anxiety with hope. Wishes even reunite families and enrich entire communities. Every eligible child needs a wish to count on! **To learn more about us, please visit us at <https://ntx.wish.org/>**

### About the Role:

The Development Officer (Special Events) is responsible for coordinating, implementing and executing Make-A-Wish® North Texas internal event portfolio in an assigned territory. This individual will lead Make-A-Wish North Texas' efforts in maximizing funds raised and increasing support and the awareness of Make-A-Wish North Texas' mission in the communities in which the events are held.

Responsibilities include, but are not limited to, committee recruitment and management, revenue generation, logistics planning and analysis, reservations, auction, sponsorships and day-of event leadership. This position works closely with event volunteers, board members, regional council members, and their fellow development team members to reach ambitious revenue and participation goals.

### What you'll do:

*Core duties and responsibilities include the following. Other duties may be assigned*

- Works with the Chief Development Officer, Vice President of External Relations, and Development Staff to create achievable and agreed upon goals, both long and short-range, to accomplish to Foundation's financial and public awareness needs.
- For assigned event portfolio, manages corporate and individual prospects.
- Provides leadership to maximize the relationship with current donors or prospects leading to transformational relationships and solicitations of gifts.
- Manages all details surrounding the event and event committee including but not limited to; new committee member recruitment, coordinating and planning meetings, planning and executing event logistics, and coordination with other departments who have an impact on the organization.
- Responsible for managing existing sponsor portfolio of event sponsorship donors and for soliciting new sponsors for assigned internal event.
- Works in conjunction with Vice President of External Relations to develop event prospect list for attendees and sponsors for assigned events.
- Work with the CDO, CEO, and key volunteers to develop relationships in support of the Make-A-Wish mission.
- Summarize face-to-face visits, outreach and communication, and proposal details via contact reports in donor record utilizing Raiser's Edge.
- Identify and communicate to Chapter leadership all potential opportunities and/or relationships that will increase our chapter's ability to raise funds and grant wishes.
- Represent the Chapter at fundraising events and in the community.





### **Our Perfect Candidate**

#### ***Education and Experience:***

- Bachelor's degree or equivalent experience
- CFRE (Certified Fundraising Executive - Administered by CFRE International) **is a plus**
- 1 to 3 years of event fundraising experience **is required**
- Experienced in a non-profit organization with significant donor relations, public relations, stewardship donor activities, stewardship policy with 48 hours of receipt of a gift, cultivating donors, prospects, building a development program, and communications responsibilities

#### ***Required Abilities and Skills:***

- Strong interpersonal, verbal, and written communication skills
- Time management skills to prioritize and meet deadlines
- Demonstrated understanding of fundraising, communication and marketing principles
- Demonstrated ability to relate positively to persons in a multi-cultural, and pluralistic community
- Demonstrated ability and willingness to solicit funds through personal contacts with donors and prospects
- Demonstrated ability to communicate effectively and clearly, with diplomacy and tact, both verbally and in writing
- Exceptional interpersonal skills necessary to work closely with Regional Council members, donors, staff and volunteers
- Strong organizational and financial management skills
- Proficiency in database management software such as Blackbaud Raiser's Edge
- Ability to follow instructions and work independently with limited supervision
- Ability to present a positive and professional image of the Foundation
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, and Word

#### **Company Offers:**

- Competitive salary will commensurate with experience and education
- Comprehensive benefits package available: (*healthcare, vision, dental and life insurances; 401k company match; paid time off and holidays*)

#### **To Apply:**

**Please submit your cover letter with salary requirements, and resume to [HR@ntx.wish.org](mailto:HR@ntx.wish.org)**

***We are an Equal Opportunity Employer!***

