



JOB TITLE: Development Coordinator

REPORTS TO: CEO

Posting Date: January 18, 2024

Status: Full-time, non-exempt

About Make-A-Wish® Rio Grande Valley

Beginning with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the United States and its territories. Make-A-Wish Rio Grande Valley is headquartered in McAllen, Texas. The chapter is an independent 501c(3) not for profit serving Hidalgo, Cameron, Willacy, Brooks, Starr, and Kenedy Counties. Make-A-Wish Rio Grande Valley is one of 59 chapters in the country chartered and networked by Make-A-Wish America headquartered in Phoenix, AZ.

The mission of Make-A-Wish is: Together, we create life-changing wishes for children with critical illnesses. The organization serves children with critical illnesses by providing hope, joy, and strength through wishes. With a dedicated and collaborative staff, the chapter has granted over 1,570 wishes since 1998. Make-A-Wish Rio Grande Valley plans to grant 250 wishes over the next three years.

Overview of Position

The Make-A-Wish Rio Grande Valley Development Coordinator plays an integral part of fulfilling our mission to grant the wish of every eligible child in the six-county area of the Rio Grande Valley Chapter – Hidalgo, Willacy, Cameron, Starr, Brooks, and Kenedy.

A specific role of the Development Coordinator is to build new relationships in our six county area, focusing on building Cameron County relationships, to help grow the Make-A-Wish presence.

Essential duties of the Development Coordinator include fundraising, relationship development, planning, and implementing high impact internal and external events, and working with volunteers.

The Development Coordinator must be sincere, informative, and creative in communications as well as well-versed in fundraising best practices and will be expected to track progress and be responsible for meeting specific revenue goals and other relevant metrics.

Primary Job Duties and Responsibilities

- Support the coordination of various elements of ongoing development initiatives including events (internal and external), donor campaigns and donor relations.

- Solicit and track donations from individual donors, corporate partners, and event attendees.
- Support ongoing development projects, events, campaigns, and mailings.
- Serve as the point person on donor database reports for team and prepare regular revenue donor reports and perform action entry and moves management tracking in Salesforce for staff.
- Support the team's chapter stewardship initiatives to increase the base of support from current and potential donors through phone calls, emails, thank you letters, and the like.
- Plan specific and targeted events in the different counties to grow and develop partnerships.
- Assist with website and social media postings.
- Assist CEO with grant requests and subsequent reports.
- Manage and leverage national corporate partnerships to maximize local activation.
- Contribute to the chapter's efforts to obtain and grow in-kind support.
- Cross-functional collaboration with internal teams to deepen relationship between wish granting and fundraising through the development of mission moments and wish stories.
- Provide general office assistance as needed.
- Operates within the Make-A-Wish Foundation's standards, policies and guidelines.
- Serve as the lead for Kids for Wish Kids (KFWK) and Wishmakers on Campus as well as serve as a representative on the Young Wishmakers board.

Knowledge and Abilities

- Highly motivated, goal-oriented self-starter with the ability to prioritize and manage multiple tasks and responsibilities.
- Excellent public speaking.
- Ability to work independently while thriving in a collaborative, team-oriented environment, working effectively with other staff, volunteers, interns, and donors.
- Excellent verbal and written communication.
 - Must be able to clearly articulate the case for supporting Make-A-Wish Rio Grande Valley one-on-one and in audiences of all sizes.
- Ability to build and maintain long-term relationships.
- Ability to effectively work in a fast-paced and deadline-based environment.
- Ability to make decisions in a changing environment and anticipate future needs.
- Willingness and ability to be flexible and to perform all other duties as assigned.

Qualifications

- Bachelor's degree and/or equivalent experience.
- Event planning experience preferred (1-2 years).
- Experience in planning in-person and virtual fundraising events.
- A demonstrated track record of developing and maintaining relationships.
- 1 – 2 years' experience working with corporate partners.
- Experience managing or supporting fundraising activities.
- Possess integrity, maturity, and ethical awareness; ability to handle sensitive information and maintain strict confidentiality.
- Proficient in computer skills including Microsoft Office products and donor software.
- Bilingual in English and Spanish preferred.
- Commitment to and a passion for the mission of Make-A-Wish.

Working Conditions

- The Make-A-Wish Rio Grande Valley office is based in McAllen, Texas. However, the chapter crosses six counties and travel is expected throughout the week. Partial virtual/at-home work can be considered but this position is expected to be in the office/meeting with partners multiple days per week.
- Many events occur in the evenings, after work, or on weekends. Flexible schedules are used to ensure staff is able to attend events while maintaining a healthy work/life balance.

Rewards and Benefits

- Full-time staff receive a comprehensive benefit package as well as the option to participate in a 401(k) Retirement Savings Plan: up to 3% Match after first year of employment.

Salary

- \$40,000 - \$41,600 annual full-time salary.

Join Our Team of Inspired People Transforming Lives

We are more than a wonderful place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts, and experiences, are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.

**For immediate consideration. Please send a cover letter and resume to Becky Gearhart:
rramirez@rgv.wish.org**

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Make-A-Wish® Rio Grande Valley Non-Discrimination Statement

Make-A-Wish Rio Grande Valley provides equal employment opportunities to all employees and applicants without regard to race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related and HIV/AIDS related) or sexual orientation in accordance with applicable federal, state and local laws. In addition, Make-A-Wish Rio Grande Valley complies with applicable state and local laws governing nondiscrimination in employment in every location in which Make-A-Wish Rio Grande Valley has facilities. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Additionally, Make-A-Wish Rio Grande Valley provides equal opportunities to all organization volunteers without regard to race, color, religion, national origin, gender, gender identity/expression, age, sexual orientation, and disability. Finally, Make-A-Wish Rio Grande Valley serves children facing critical illnesses without regard to race, color, religion, national origin, gender, gender identity/expression, sexual orientation, and disability.