



**Job / Position Title:** Director of Development (Louisiana)  
**Department:** Development  
**Supervisor:** President & CEO  
**Status & Classification:** Exempt  
**Date:** April 2024

Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved into one of the world's leading children's charities, serving children in every community in the United States and its territories. With the help of generous donors and nearly 500 regional volunteers, Make-A-Wish Texas Gulf Coast and Louisiana is on target to grant 575 children's wishes this year.

#### Position Summary:

The Development Director, located in Metairie, Louisiana, is a highly collaborative, proactive, resourceful professional who provides expertise, support and oversight of Make-A-Wish Texas Gulf Coast and Louisiana's donor acquisition and retention, peer-to-peer fundraising efforts, corporate sponsorships, individual stewardship events, and other projects. This position works closely with the President & CEO, Vice President of Philanthropy, and development team members in both Houston and Metairie to cultivate relationships with donors and the broader the communities we serve. The Development Director will build increased corporate, individual, volunteer and other community involvement to ensure Make-A-Wish's sustainability and fulfillment of the mission. This role is responsible for generating an agreed upon financial goal in revenue through sponsorship, donations, and external fundraisers.

#### Duties and Responsibilities:

- Increase revenue generated from Louisiana-based donors through fundraising activities and deliver agreed-upon targets.
- Work with President & CEO and Louisiana-based board members to grow fundraising efforts across the state.
- Collaborate with senior leadership to create a fund development strategy to diversify revenue streams and expand our reach.
- Ensure existing relationships are maintained and enhanced through continuous cultivation and stewardship of relationships with funding partners.
- Ongoing collaboration and prospecting with President & CEO, Louisiana Board Members, VP of Philanthropy, and development team
- Represent Make-A-Wish at funder meetings, conferences, and events as needed.
- Formulate and lead short- and long-term plans for external event program growth in Louisiana markets.
- Manage and grow peer-to-peer fundraising relationships and opportunities to drive new revenue.
- Manage relationships with individuals and corporate partners who organize fundraising activities, determining the potential outcomes of each event and managing staff involvement and volunteer support, and ensuring their targets are attainable and our budgetary targets are met.
- Work with Marketing/Communications to promote community fundraising in a way that inspires others to get involved and want to help.
- Regularly and transparently report the attainment of department objectives and key results.
- Work with volunteers to optimize their impact in terms of their roles, contributions as well as leveraging their personal and/or professional networks.
- Work collaboratively with chapter colleagues to ensure donors and volunteers are thanked for their support.
- Ensure all appropriate coding in Sales Force for effective management of the portfolio.
- Stay abreast of best practices and fundraising innovations with a willingness to test new ideas.
- Other duties as assigned.

## Knowledge and Abilities

- Able to manage and prioritize multiple tasks effectively.
- Detail-oriented and well organized.
- Provide excellent customer service and representation of Make-A-Wish to external supporters.
- Commitment to and a passion for the mission of Make-A-Wish Texas Gulf Coast and Louisiana.
- Able to effectively leverage qualified leads, as well as their own network, to create unique partnership opportunities.
- Strong experience within Louisiana donor communities with a demonstrated results acquiring and retaining local donors.
- Strong understanding and comfort level in volunteer management, peer-to-peer fundraising, corporate marketing, social media and event management.
- Strong written communication skills with a keen understanding of how to write to and connect with different audiences.
- Results-driven with proven success leading and managing projects.
- Proven ability to work both independently and as part of a team, is self-motivated and proactive.
- Experience with developing and implementing creative solutions to time sensitive work.
- Proficient computer skills in Microsoft Office and database management (preferably Salesforce).
- Comply with National Performance Standards along with chapter guidelines and procedures.
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® Texas Gulf Coast and Louisiana policies and procedures.

## Desired Qualifications

- Bachelor's degree required.
- 5+ years of non-profit development and event fundraising experience.
- 5+ years of marketing/development diversified partnership experience.
- Proven track record and knowledgebase in identifying, cultivating/stewarding, soliciting, and closing individual gifts and corporate sponsorships.
- Proven career track record that shows stability with an organization and a demonstrated ability to develop, nurture and build relationships.
- Salesforce experience preferred.
- Confidentiality and personal integrity are essential.

## Working Conditions

This position will be based in the Metairie, Louisiana office. A remote position will be considered, but individual must be based in Louisiana. Incumbent must be willing to work some nights/weekends and travel within the territory.

## Join Our Team of Inspired People Transforming Lives

We are more than a great place to volunteer - 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.

## To Apply

Please submit your cover letter and resume to: [HR@texgulf.wish.org](mailto:HR@texgulf.wish.org).

*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.*