



Fayetteville, AR | Development team | Full-Time | Exempt

Development Officer

At Make-A-Wish Mid-South, we're more than a great place to work – our work changes lives. Together, we create life-changing wishes for children with critical illnesses. We've been doing this for more than 35 years, and together, with our volunteers, donors, staff and supporters, Make-A-Wish Mid-South has granted more than 6,500 wishes and transformed countless lives.

The Team

Make-A-Wish Mid-South is headquartered in Memphis, TN with offices in Little Rock, AR and Fayetteville, AR. We serve wish kids in Arkansas, West Tennessee, and North Mississippi.

The Position

Reporting to the Vice President of Development, the Development Officer is responsible for raising funds and awareness in northwest Arkansas region through mid to high-level corporate and individual giving. This position will utilize donor research, moves management, donor stewardship, and all necessary actions to achieve revenue targets.

Team Member Responsibilities

- Develops strategies and implements plans to cultivate, upgrade and acquire corporate giving through Wishmakers at Work efforts, matching gift opportunities, general corporate giving, corporate foundation giving.
- Acts as liaison for Make-A-Wish America corporate partnerships to promote and support campaigns on a local level.
- Develops and manages relationships with existing individual donors and family foundations to encourage renewal and increased donor support
- Identifies new revenue opportunities and advances relationships through a portfolio of high-potential donors and prospects within northwest Arkansas
- Conduct proactive and reactive research to identify new prospects and evaluate philanthropic capability using standard wealth screening tools and other resources.
- Support donor recognition activities and events which have a strategic impact on the success of the major gifts program and fundraising for institution-wide priorities.
- Recruit, train, and manage the Northwest Arkansas Regional Board
- Partner with the Marketing team to develop and implement PR plans, messaging, digital marketing, and print pieces for northwest Arkansas
- Attend Development Department Meetings and one-on-one meetings with the Vice President of Development as scheduled or requested
- *Perform other related duties as assigned or requested by the Vice President of*

Development

What you'll need

- Bachelor's Degree (B.A.) from a four-year college or university
- Minimum three years of fund-raising, sales, or account management experience
- Excellent attention to detail and ability to manage multiple priorities efficiently
- Ideal candidates bring significant skill and experience in presenting to and managing relationships with corporations and senior executives.
- Ability to work and communicate with a wide range of internal and external constituents.
- Thorough understanding of the northwest Arkansas community as well as regional area.
- Demonstrate a commitment to the mission of Make-A-Wish.
- Excellent oral and written communication, presentation, and interpersonal skills.
- Experience in Salesforce preferred.

What we offer

- Competitive Salary
- Paid time off: 12 vacation days/ year, increasing with tenure; 12 personal days/ year; and 12 holidays/ year.
- Flexible schedule. Three days/week in the office, two days/week from home.
- Fully paid comprehensive benefit package including medical, dental, vision, disability and life insurance.
- Paid medical leave option after completion of five years of employment.
- 401k Retirement Savings Plan, including employer match.
- Employee Awards and Recognition Programs.

To apply, please send a **cover letter and resume** to administration@midsouth.wish.org. Applications without a cover letter will not be considered. Only candidates selected for an interview will be contacted. No phone calls, please.

Make-A-Wish Mid-South is an Equal Opportunity Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability or veteran status.