**Development Coordinator**

**Job Summary**

Under the supervision of the Director of Development, the Development Coordinator will support all fundraising and development activities for the Hudson Valley region. This role is pivotal to the team, providing structure, innovative ideas, and philanthropic support to enhance a dynamic and fast-paced development program. Additionally, the coordinator will offer administrative assistance across multiple departments within the chapter.

**The Successful Candidate**

The ideal candidate will be a quick learner and someone who can think on their feet. Outstanding communication and interpersonal skills are essential. A strong work ethic combined with honesty and integrity is an absolute requirement as is a dedication to the mission of Make-A-Wish. The successful candidate will be someone who enjoys a strong team environment. To be successful as a Development Coordinator, this person should be able to resolve problematic situations efficiently and have excellent communication and organizational skills.

**Position Description:**

* 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.
* Responsible for cultivating and maintaining a portfolio of external special events and programs, cause marketing campaigns, and various philanthropic partnerships with individuals and organizations within the assigned geographic territory.
* Meets face-to-face with potential fundraising partners, community volunteers, and other constituency groups to guide them in the development and execution of fundraising initiatives and provides varying levels of support as appropriate.
* Supports Kids for Wish Kids and Wishmakers on Campus initiatives.
* Coordinates assigned national partnership campaigns at the local level.
* Coordinates with the Director of Marketing to produce marketing and PR materials as needed.
* Cross-functional collaboration with internal teams to deepen relationship between wish granting and fundraising through the development of mission moments and wish stories
* Support Development team’s chapter stewardship initiatives to increase the base of support from current and potential donors through phone calls, emails, visits and thank you letters
* Contribute to chapter’s efforts to obtain and grow in-kind support, including tracking and acknowledgement to donors.
* Assists with development & financial operations including processing of deposits of revenue, check requests, and report creation.
* Provide general office assistance as needed such as supply ordering, opening, and processing of daily mail.
* Operates within the Make-A-Wish Foundation’s standards, policies, guidelines and procedures.
* Perform other duties as required.

## **Knowledge, Skills, and Abilities Requirements**

As with all members of Make-A-Wish Hudson Valley staff, the Development Coordinator must believe in the mission and vision of Make-A-Wish. They must model integrity, work to inspire colleagues and contacts, and strive to build a solid base of loyal donors. In addition, the Development Coordinator should:

* Bachelor’s degree or higher required from four-year college or university
* 1+ year non-profit development or similar experience in a professional setting
* High proficiency in Microsoft Office required; experience with Salesforce CRM strongly preferred.
* Must thrive in a collaborative, team-oriented environment.
* Exceptional attention to detail and ability to anticipate administrative needs of department and chapter, excellent problem-solving skills and ability to manage multiple tasks/deadlines in a fast-paced environment.
* Possess high levels of integrity, trustworthiness, flexibility, compassion, and humor necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
* Excellent written, oral, interpersonal communication and customer service skills essential
* Must have reliable transportation and be willing to work evening and weekend hours as needed to support events across our region.
* Must pass background check.

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 from time to time, as needed.

Make-A-Wish Hudson Valley is currently operating in a hybrid work environment.

**Compensation and Benefits:**

**Compensation**: Commensurate with Experience

**Benefits**: Full-time employees may participate in a comprehensive benefits program that includes:

* Comprehensive health plan
* Paid time-off
* Life, dental and vision insurance
* Short-term and long-term disability
* Retirement plan options with match

**Interested applicants should email cover letter, resume and salary range requirement with Development Coordinator in subject line to: acurtis@hudson.wish.org**