

Make-A-Wish® New Mexico

Job Description

Job Title: Development Coordinator

Reports to: Director of Development/ CEO

Job Summary: Our Development Coordinator plays an integral part in fulfilling our mission to grant the wish of every eligible child in New Mexico. The primary role of the Development Coordinator is to work in partnership with the Director of Development to support the chapter's Internal and External Events, support the student-led fundraising program, Kids For Wish Kids® and manage the execution of the Donor Stewardship plan. Additional responsibilities include assisting with other fundraising programs and operations, as needed. The Development Coordinator must be available to work nights and weekends when necessary to fulfill their job responsibilities. This is an hourly position, and the coordinator will be compensated for overtime work.

- Coordinate activities across different areas in the development program such as events (internal and external), Stewardship, Customer Relationship Management System (CRM) initiatives, and community engagement, ensuring smooth workflow throughout the year.
- Coordinate fundraising endeavors, including sourcing items for auctions and securing in-kind donations.
- Coordinate all aspects of fundraising events, from initial planning stages to execution, ensuring all tasks are completed efficiently and effectively.
- Collaborate with management to oversee projects workflow and monitor day-to-day milestones.
- Collaborate with community partners to support their fundraising events and campaigns throughout the year, providing logistical support, strategic guidance, and relationship management to ensure successful outcomes and alignment with organizational objectives.
- Coordinate Kids for Wish Kids program by maintaining a portfolio of school partners to meet annual fundraising goals.
- Work collaboratively with other departments including Operations and Outreach, to accurately track fundraising activities, gifts, and donor information.
- Support ongoing Development projects, events, campaigns and mailings.

Knowledge and Abilities

- Requires a passion for and commitment to the Make-A-Wish mission.
- Highly motivated, goal-oriented self-starter with the ability to prioritize and manage multiple tasks and responsibilities.
- Ability to work independently while thriving in a collaborative, team-oriented environment, working effectively with other staff, volunteers, interns, and donors.
- Excellent written, oral, interpersonal communication and customer service skills essential

- 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.
- Ability to manage multiple tasks simultaneously and meet deadlines.
- Ability to load and unload items to and from vehicles for events.
- Must pass background check.

Desired Qualifications

- BS/BA or equivalent combination of education and work experience.
- 1-2 or more years of related work experience.
- Proficient in computer skills including Microsoft Office products and donor software, including a CRM Database experience. Experience in Salesforce is a plus.
- Sales and customer service experience.

Rewards and Benefits

- 100% employer paid for employee: Comprehensive benefit package: Medical, Vision, Dental
- Annual incentive potential
- 403(b) Retirement Savings Plan

Salary Range

\$38,000 - \$42,000 (Based On Experience)

For consideration, accepting applications through June 30th. Please send a cover letter and resume to Torii Hays - magic@newmexico.wish.org