



DEVELOPMENT COORDINATOR

We are currently seeking a *Development Coordinator* to join our team in **Dallas, TX**.

Who We Are:

Make-A-Wish North Texas - Since 1980, Make-A-Wish has been creating life-changing wish experiences for children with critical illnesses around the world. Wishes are proven to have a positive impact on a child's physical and mental well-being and are credited with increased compliance with treatment. When a wish is granted, a child replaces fear with confidence, sadness with joy, and anxiety with hope, forever transforming the lives of children, their families, and entire communities.

Make-A-Wish North Texas is 100% locally funded and serves 161 counties across the state of Texas, including Dallas, Fort Worth, El Paso, Amarillo, Lubbock, Midland/Odessa, and the surrounding areas. Since our chapter's founding in 1982, we have granted over 13,000 wishes. To learn more about us, visit <https://wish.org/ntx>.

Our Mission:

Together, we create life-changing wishes for children with critical illnesses.

How We Work:

We are a culture grounded in the knowledge that wishes bring hope that can change everything. We care about our wish families, each other, ourselves, and our communities. We believe in communicating with curiosity, assuming the best of intentions, and listening to understand. We think it's important that all voices get to be heard. We are transparent. We passionately bring wishes to life, and we have a lot of fun along the way! Ultimately, we strive for joy in our work, so that we can be a source of joy for our wish kids and their families.

If your experience and skills meet the needs outlined in this job posting, and this is the type of work environment you value and want to be a part of, then please apply!

About the Role:

The Development Coordinator is responsible for development services in support of the development team for efficiency and effective operations. These areas include support for data services, donor events, development coordination, moves management, and \$10K grant submissions. This position reports directly to the Director of Development Operations and is responsible for assisting the full development team to achieve high levels of performance in fundraising.

What you'll do:

Core duties and responsibilities include the following. Other duties may be assigned.

- **Data Services:**
 - Assist with departmental strategies and requirements related to systems and data to drive operational efficiencies and effectiveness.
 - Entering in-kind donations in partnership with program team into Salesforce.
 - Creating global activity imports.
 - Posting external events/creating DNP batches.
 - Manually adjust portfolio teams.
 - Creating efficiencies with moves management process by entering in new opportunities for Development Directors and CDO.
- **Development Coordination:**
 - Coordinate logistics for small donor and board events across the chapter.





- Wish Your Way pages support (Chi-O and Wishmakers at Work fundraising activities).
- Liaison for MI&E to coordinate wish celebrations upon development team request.
- Support donor relations.
- Intake process for External Events.
- Schedule regular cadence of meetings for Marketing and Development as it relates to events (create agenda, manage the timeline and keep the group accountable to agreed upon deadlines).
- Event Support:
 - Internal event database lead (OneCause) and act as liaison with contracted event support team (Murad).
 - Creating contacts and adding event attendee activities after each internal event.
 - Creating/managing all event sites, ticket/table sales.
 - Oversee sponsor entry and reconciliation of payments.
 - Oversee in kind auction entry and reconciliation of IK forms.
 - Manage collection and input of table guest names and table assignments.
 - Conduct event invoicing.
 - Reconcile event database post event and share event reports with team for proper uploading to Salesforce.
 - Manage stewardship matrix for events, coordinate post event meetings to maintain proper stewardship as well as cultivation of lead prospects.
 - Manage volunteer recruitment for registration at events, train as appropriate alongside event support team.
 - Collaborate on auction functions with Development Manager.
 - Coordinate auction item pick-up and secure transportation, when applicable.
 - Accurately enter auction items into the auction management system, including detailed descriptions, donor information, and item values (including FMV).
 - Package auction items attractively and securely for display, ensuring all components accounted for and presented professionally.
 - Design and print auction item placards to ensure continuity with system.
 - Assist with set-up and collaborate with team to ensure smooth operations and address any last-minute changes within set-up or in the system.
 - Creating and printing of description placards.
 - Maintain clear communication with donors and vendors, guaranteeing proper acknowledgement, follow-up, and stewardship post-event.
- General:
 - Represent the Chapter at fundraising events and in the community.
 - In accordance with the Make-A-Wish team philosophy, carries out or assists with other tasks in addition to those listed in the job description.
 - Align to our Rules of Engagement. We believe that our culture and workplace community thrive when we engage with our colleagues and constituents within these tenets:
 - Assume best of intentions
 - Listen to understand
 - Create a judgement-free zone
 - All voices get to be heard
 - Communicate with curiosity
 - Commit to transparency
 - Have fun!

Our Perfect Candidate

Education and Experience:

- Bachelor's degree or higher or related equivalent experience.





- Minimum of 1-2 years of experience in development operations.
- An unwavering attention to detail and an organized approach to consistently deal with the next challenging task.

Required Abilities and Skills:

- Exceptional ability to work directly with all team members and navigate the organization to find feasible solutions.
- Ability to quickly understand business problems and seek solutions with the end user in mind.
- Ability to streamline and shape approach, mechanisms, and priorities to boost outcomes.
- Demonstrated persuasive writing skills.
- Excellent communication and collaboration skills.
- Knowledge of financial tracking, budgeting, and project management.
- Proficient in Microsoft Office and experience with donor database software, Salesforce experience preferred.
- Exceptional interpersonal skills necessary to work closely with all constituents including vendors, donors, staff, volunteers, wish families, and the public.
- Flexibility to attend events that may take place early mornings, evenings and weekends.
- Flexibility to travel when necessary.
- Ability to present a positive and professional image of the Make-A-Wish Foundation of North Texas

Company Offers:

- Competitive salary commensurate with experience and education
- Comprehensive benefits package available: (healthcare, vision, dental and life insurances; 401k company match; paid time off and holidays)

To Apply:

Please submit your cover letter with salary requirements, and resume to hr@ntx.wish.org

We are an Equal Opportunity Employer!

