



<b>Job Title:</b> Coordinator, Community Fundraising	<b>Location:</b> Hybrid (Melville Office)
<b>Reports to:</b> Associate Director, Community Fundraising	
<b>Supervisory Responsibilities:</b> n/a	
<b>Salary Range:</b> \$50,000 – \$57,000	
<b>Type of position:</b>	<b>Exempt</b> <b>X Nonexempt</b>
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> <input type="checkbox"/> <b>Intern</b>	

Make-A-Wish creates life-changing wishes for children with critical illnesses – many of whom go on to beat their illnesses and credit the wish with giving them the physical and emotional strength they need to persevere. Working at the #2 most-trusted charity in the US, you will have the opportunity to help children with critical illnesses to reclaim their childhood, families to experience life beyond illness, and entire communities to rally together in moments of transformational joy. Make-A-Wish is the only organization with such a unique ability to restore hope for children and families who have experienced the emotional and mental trauma of fighting pediatric critical illness.

**Position Overview:**

The **Coordinator of Community Fundraising** is a key member of the Make-A-Wish Metro New York & Western New York Chapter, responsible for providing essential administrative and operational support to the Community Fundraising team. This role ensures the success of fundraising programs, donor stewardship, and event execution while helping to optimize internal processes and strategic initiatives.

The Coordinator will manage key fundraising programs, oversee donor and fundraising inquiries, and support digital and reporting needs to enhance department efficiency. This role requires excellent organizational skills, attention to detail, and the ability to thrive in a fast-paced, deadline-driven environment. Additionally, the Coordinator will play a role in event execution, committee coordination, and creative fundraising strategy to meet specific revenue goals and performance metrics. With opportunities for growth, this position is ideal for a motivated professional eager to gain hands-on experience in nonprofit fundraising and event management.

**Essential Duties and Responsibilities:**

- Serve as the primary administrative support for the Community Fundraising department, assisting with daily operations and long-term projects.
- Act as the first point of contact for all fundraising inquiries, providing guidance and resources to community fundraisers.
- Provide fundraising support for select community fundraisers, assisting with event logistics, donor engagement, and revenue growth initiatives.

- Lead the Holiday Lights and Ornaments fundraising program from start to finish, including strategy, innovation, tracking, and expansion.
- Manage back-end support and front-end communications with Wish Your Way (DIY fundraising platform) donors. Assist with digital fundraising resources and support.
- Oversee key fundraising applications, including Combined Federal Campaign (CFC) applications and other external giving programs.
- Support key community fundraising events such as the TCS NYC Marathon, Long Beach Polar Bear Splash, and other peer-to-peer fundraising initiatives.
- Manage and pull reports for the Community Fundraising team, ensuring accuracy in tracking and distribution reports.
- Support financial reconciliation efforts, working closely with finance and development teams.
- Maintain and manage the team's portfolio within Salesforce, ensuring data integrity and accessibility.
- Understand and oversee website management, including Luminate/Blackbaud platforms, ensuring seamless user experience for fundraisers.
- Develop expertise and strategies in Indirect Public Support (IDPS) giving, including our Wheels for Wishes program
- Gain hands-on experience with digital fundraising tools, donor engagement strategies, and event logistics.
- Work closely with team leadership to explore new ideas and growth opportunities within the community fundraising space.
  
- Oversee and manage Development Intern program – identifying areas of need and opportunity for department, working with HR on hiring and on-boarding and managing intern's responsibilities and workload
- Manage pledge process with finance ensuring all gifts are in the system 30 days post event and sync with Finance monthly.
- Accepts and processes donations following MAW policies, procedures, and standards. Consistently validates donation batches following procedure as defined by Finance Department.
- Ambassador for MAW in the community sharing unique wish experience and supporting positive brand awareness.
- Performs other duties as assigned.

**Competencies:**

- Communications - Exhibits good listening and comprehension; Expresses ideas and thoughts verbally; Keeps others adequately informed; Selects and uses appropriate communication methods.
- Manages – Navigates challenges with sensitivity and confidence; Responds to the needs of coworkers and volunteers; Meets commitments.
- Planning & Organization - Integrates changes smoothly; Prioritizes and plans work activities; Sets goals and objectives; Uses time efficiently; Works in an organized manner.
- Quality - Fosters excellent quality work; Adopts best practices; Ensures that all written work reflects positively on the MAW brand.

- Use of Technology - Adapts to new technologies; Demonstrates required skills; Keeps technical skills up to date; Troubleshoots technological problems; Uses technology to increase productivity.
- Ability to work autonomously with strong prioritizing and organizational skills
- Exceptional attention to detail
- Ability to manage multiple tasks effectively
- Solid team player who provides stellar customer service in a professional and pleasant manner

### **Qualifications:**

- Bachelor's degree in Nonprofit Management, Business, Communications, or a related field preferred OR 1-3 years of experience in nonprofit fundraising, event coordination, development, or related fields.
- Strong organizational and project management skills, with the ability to multitask and prioritize deadlines.
- Proficiency in Salesforce, Blackbaud/Luminate, and other fundraising platforms is a plus.
- Knowledge of Canva is a plus
- Excellent written and verbal communication skills.
- Passion for Make-A-Wish's mission and a desire to grow within the nonprofit sector.

### **Physical Demands:**

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- Physical Demands: While performing this job employees may occasionally be required to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 10% of the time. Person must also be able to move/lift up to 20 pounds.
- Work Environment: While performing this job employee is exposed to normal office conditions which would include varying levels of background noise and normal office distractions.
- This position is primarily based in Melville, NY, with occasional days in the Manhattan office.

### **Our Commitment to Diversity, Equity, Inclusion and Belonging**

Make-A-Wish is committed to championing diversity, equity and inclusion, fostering an organization that is accessible and welcoming to all. Our vision to serve every eligible child is not only an aspiration; it is a strategic intent. In order to reach every eligible child, we need to continually evaluate and evolve along with our demographic environment. It is only through our mosaic of different cultures, perspectives and experiences that we can grant life-changing wishes to every eligible child

**Transparent Salary Range**

\$50,000 - \$57,000

**Equal Employment Statement**

At Make-A-Wish Metro and Western New York, we celebrate the diversity of our employees and our leadership. Make-A-Wish Metro and Western New York is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

**Disclaimer**

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 staff may be required to perform duties outside of their normal responsibilities as needed. The employee is expected to adhere to all company policies.

**How to Apply**

Please use the following link to complete and submit our formal application:

[https://makeawishmetronewyorkandwesternnewyork-vxrot.formstack.com/forms/coordinator\\_community\\_fundraising](https://makeawishmetronewyorkandwesternnewyork-vxrot.formstack.com/forms/coordinator_community_fundraising)

Please note: only applications submitted through this link via Formstack will be considered for this position.