



Job Description

Job Title: Development Associate of Philadelphia

Job Type: Full-time (Hybrid Schedule), Entry-level position

The Institution

Mission: Together, we create life-changing wishes for children with critical illnesses. Founded in 1980 when a group of caring community members helped a young boy fulfill his dream of becoming a police officer, Make-A-Wish is one of the world's leading children's charities with 58 chapters in the United States and its territories. Tens of thousands of volunteers, donors and supporters advance the Make-A-Wish® vision to grant the wish of every child diagnosed with a critical illness. In the U.S. and its territories, a wish is granted every 34 minutes. A wish can be that spark that helps these children believe that anything is possible and gives them the strength to fight harder against their illnesses. This one belief guides us and inspires us to grant wishes that change the lives of the kids we serve. Make-A-Wish has granted over 520,000 wishes in the US since inception.

Since 1986, Make-A-Wish Philadelphia, Delaware & Susquehanna Valley has fulfilled more than 8,000 transformational wishes and projects fulfilling 340 wishes this year alone. A wish come true helps children feel stronger, more energetic, and more willing and able to battle their critical illnesses. Make-A-Wish accepts referrals from parents, guardians, medical professionals such as doctors, nurses, social workers, and child-life specialists. Our chapter now serves the following 13 counties: Bucks, Chester, Cumberland, Dauphin, Delaware, Lancaster, Lebanon, Montgomery, Perry, Philadelphia in Pennsylvania, and New Castle, Kent and Sussex in Delaware.

At Make-A-Wish Philadelphia, Delaware & Susquehanna Valley, we are committed to championing diversity, equity and inclusion, fostering an organization that is accessible and welcoming for all wish families, volunteers, donors and staff so that everyone feels valued, respected and empowered. We believe that a variety of backgrounds and experiences lead to better innovation and creativity.

Together, we will work to build a culture that encourages and celebrates diverse voices and experiences. It is only through the mosaic of these different cultures, perspectives and experiences that we can be successful in granting life changing wishes to EVERY eligible child.

For additional information about Make-A-Wish Philadelphia, Delaware & Susquehanna Valley, please visit philadesv.wish.org

Job Summary

We are seeking a Development Associate of Philadelphia to lead fundraising efforts for all school-based fundraising efforts across the five-country Philadelphia region. The Development Associate will work alongside the Vice President of Development to create and implement short and long-term fundraising strategies to meet the needs of all schools ranging from preschool through college – including event execution, peer-to-peer

fundraising, volunteer management and securing corporate sponsorships. Additionally, the Development Associate will be responsible for managing the Wish Your Way program by identifying, soliciting and securing individuals, schools, corporations and wish family alumni to fundraise through fundraising websites, while also renewing and upgrading existing supporters. The Development Associate will be an enthusiastic and ambitious fundraising professional who is eager to develop/steward donor relationships. They should be a self-starter who will play a lead role in mobilizing supporters in a manner that drives mission impact and increases overall revenue growth in the region through expanding and deepening our supporters' connectedness and involvement.

Essential Duties and Responsibilities

- Work collaboratively with the Vice President of Development to establish annual fundraising goals and develop strategies to execute and achieve those goals.
- Lead all student fundraising programs including but not limited to Rising Stars, Kids For Wish Kids, Wishmakers on Campus while working to expand school partnerships.
- Lead the Rising Stars program, our chapter's flagship student fundraising campaign. This includes recruiting and supporting schools, developing custom fundraising plans, setting goals, creating campaign websites, coaching students, providing resources, and hosting a celebration event to recognize student success. You'll manage the entire process—from initial outreach to ongoing support—and help secure new and renewed corporate sponsorships. Track event revenue and expenses to ensure alignment with goals. Grow the event to \$500k+ in the next 3-5 years.
- Recruit in collaboration with the Vice President of Development a Rising Stars Leadership Committee to grow the program through identifying new school leads, and supporting fundraising and sponsorship efforts.
- Develop and execute strategies for peer-to-peer fundraising through the Wish Your Way program, engaging new and current fundraisers. Create and implement a stewardship calendar to maintain and strengthen donor and fundraiser relationships, which includes Young Professionals, corporate external events and Board Member fundraisers.
- Serve as the expert for the department in EMC (the internal database where Wish Your Way pages live)
- Responsible for driving additional fundraising opportunities which may include but are not limited to; external events, stewardship/cultivation dinners, The Wishing Place, Wish Access Fund, Sapphire Fund, point of sale opportunities, host wish celebrations through employee fundraising efforts, etc.
- Participate as a contributing member in chapter-wide Development and Program team initiatives.
- Master all databases within Make-A-Wish's network including but not limited to managing and keeping updated donor and prospect's portfolios within Salesforce, pulling reports and management of EMC, and pulling reports and management of GiveSmart.
- Attend and assist with all large-scale events in coordination with Development Directors.

Required Qualifications:

- Undergraduate degree or equivalent work experience required.
- Three or more years of experience in nonprofit fundraising
- Related experience in a development/fundraising type of role.
- Strong peer-to-peer fundraising experience.
- Availability to work some nights and weekends.
- Must work in the office Tuesdays and Thursdays. Monday, Wednesday and Friday are remote.
- Ability to travel within chapter jurisdiction and occasional national conferences or trainings.
- Excellent computer skills including familiarity with Microsoft Office products as well as Salesforce and Givesmart.
- Exceptional relationship builder who can recruit and engage a diverse set of funders.

- Creativity, entrepreneurial energy, outstanding interpersonal skills, and a commitment to professional fundraising ethics.
- Demonstrated ability to build and manage relationships; track record of building a strong network to support a cause or product.
- Motivated, independent, organized self-starter with demonstrated time-management skills who is a team player.
- High energy, enthusiasm, ambition and a strong work ethic.
- Outstanding written and oral communication skills.

Make-A-Wish is an equal opportunity employer and is committed to fostering an inclusive and diverse workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic as defined by applicable law. We believe in providing a fair and supportive work environment where all individuals are valued, respected, and empowered to contribute to our shared success. If you require accommodation during the application or interview process, please let us know, and we will be happy to assist.

Location Note: Our office will be moving from Blue Bell, PA, to Bala Cynwyd, PA, in August 2025. You must be able to commute to both locations during the transition.