



**Job Title: Community Development Coordinator**

**Department:** Development

**Reports To:** Sr. Corporate & Events Manager, works closely with Events Coordinators

**FLSA Status:** Exempt

**Date:** June 2025

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**POSITION SUMMARY**

The Community Development Coordinator oversees the chapter's Wish Alum & Stewardship program. The Wish Alum Community is defined as those wish families that have experienced a wish from Make-A-Wish Wisconsin. The goal of the Wish Alum program is to grow an engaged community with the strategic goals of participation through event involvement, sharing their wish journey, volunteering, along with increased revenue. This program creates a high impact, very-close-to-the-mission community who want to commit their time, experiences, and financial support to expand our reach and foster continued growth for other wishes to come true. This is accomplished by solicited feedback, regular communication, and network building. In addition, the Community Development Coordinator will implement a formal Stewardship Program for Make-A-Wish Wisconsin.

**JOB DUTIES AND RESPONSIBILITIES**

- Manage the Wish Alum Program
  - Maintain relationships with all Wish Alum; retention of wish families is a priority
  - Engage with alum and their families to generate revenue through chapter fundraising initiatives
  - Create meaningful and equitable touchpoints and experiences for the alum community across the state, to build on their journey of healing and hope, ensuring mutual value-add
  - Connect wish families to the departments where they wish to be engaged: Volunteer, Individual Giving, or Marketing (sharing their story through various means)
  - Manage wish alum and their family involvement in internal, external, corporate, and community events, attending and supporting these events on occasion.
  - Manage a monthly Wish Alum newsletter, social media, and other outreach resources to build and leverage the alum program
  - Oversee and/or conduct post-wish calls with wish recipients and/or family and organize an efficient reporting process in Salesforce
  - Attend local wish presentations as a representative of Make-A-Wish
- Work closely with the Development team to help plan and manage Summer at the Ballpark, Trunk or Treat, and other wish alum focused events.
- Work alongside Wish Experience Coordinator to manage ticket giveaways for pending wish kids and Wish Alum.
- Maintain knowledge of the wish pipeline and help development staff determine how they can best support wish granting efforts

- Serve as a liaison between the Development and Mission department, and across the organization to ensure effective communication with colleagues
- Advise and direct cross department collaboration meetings
- Work closely with the department representatives in Development and Mission Delivery, to coordinate resources
- Develop and manage a stewardship program for Make-A-Wish Wisconsin, including our star and story program
- Implement and manage an in-kind tracking system and ensure in-kind donors are stewarded appropriately

#### **QUALIFICATIONS:**

- A commitment to and passion for the work of Make-A-Wish Foundation
- Available to work a varied schedule which may include nights and weekends. Must have reliable transportation
- Bachelor's degree in Nonprofit Management, Communications, or equivalent work experience
- Experience in fundraising, or event management preferred
- Must be computer literate (Microsoft Word, Microsoft Excel) and Sales Force experience desired
- Self-motivated, creative problem-solving team player who is a detail-oriented professional with excellent writing, organizational and interpersonal skills. Ability to prioritize and manage multiple responsibilities with minimal supervision is essential.
- Public speaking experience required.
- Bilingual individual a plus.
- Excellent communication and customer service skills. Ability to interact with diverse groups and work successfully in a collaborative, team-oriented organization is essential.

#### **APPLICATION INSTRUCTIONS:**

The salary range for this role is \$46,000-\$49,000. If this is within an acceptable range for you, please submit cover letter, resume to: [info@wisconsin.wish.org](mailto:info@wisconsin.wish.org) by July 11<sup>th</sup>, 2025.

**NO PHONE CALLS PLEASE!** Only candidates selected for interview will be contacted.

<p>All applicants are considered without regard to age, sex, race, national origin, religion, marital status or physical disability.</p>
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