



## DEVELOPMENT SENIOR MANAGER

We are currently seeking an experienced **Development Senior Manager** to join our team in **Fort Worth, 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.

*This position is hybrid in the Dallas/Fort Worth area, working at least one day a week in our Dallas office.*

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 Senior Manager will serve as a front-line fundraiser, advancing relationships with individuals and corporations with the capacity to make a significant philanthropic investment in Make-A-Wish North Texas. As a member of the Development team and reporting to the Chief Development Officer, this individual will be responsible for managing a portfolio of approximately 150 mid, major, and leadership gift prospects; moving these prospective donors through the qualification and cultivation processes to successful solicitation; ensuring donors in the portfolio receive appropriate mission-guided stewardship; and collaborating with development colleagues and organization leadership.

### What you'll do:

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

- Manage a portfolio of approximately 150 mid, major, and leadership gift prospects at various stages of their relationship with the organization.
- Devise and execute individual strategies for the identification, cultivation, solicitation, and stewardship of assigned portfolio with a heavy focus on face-to-face meetings.
- Secure annual fund level gifts from prospects not yet ready for major gift solicitation. Create strategies to enhance their relationship with our organization and continue along the moves management cycle.
- Secure major gift level gifts from prospects, create strategies to enhance their relationship with our organization and continue along the move management cycle.





- Develop a pipeline of prospects that have the capacity and the inclination to make major gifts.
- Work with the development team and key volunteers to develop relationships in support of the Make-A-Wish mission.
- Summarize face-to-face visits, outreach and communication, and proposal details via contact reports in donor record utilizing Salesforce.
- Identify and communicate to Chapter leadership all potential opportunities and/or relationships that will increase our chapter's ability to raise funds and grant wishes.
- 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 in business or related equivalent experience. CFRE is a plus.
- Three or more years of individual giving experience required.

##### **Required Abilities and Skills:**

- Demonstrated understanding of fundraising, communication, and marketing principles.
- Demonstrated ability to relate positively to persons in a multi-cultural, pluralistic community.
- Demonstrated ability and willingness to solicit funds through personal contacts with donors and prospects.
- Demonstrated ability to communicate effectively and clearly, both verbally and in writing.
- Exceptional interpersonal skills necessary to work closely with all constituents including vendors, donors, staff, volunteers, wish families, and the public.
- Strong organizational and financial management skills.
- Demonstrated proficiency in MS Office and database management software such as Salesforce.
- Experience with moves management process and tracking activity within Salesforce.
- Ability to meet attendance requirements.
- Ability to operate various general office equipment including a computer.
- Ability to work well under the pressure of deadlines.
- Ability to follow instructions and work independently with limited supervision.
- Ability to work on multiple projects effectively and efficiently at the same time.
- Must be able to work flexible hours beyond the normal schedule when necessary, including attending weekend and after-hours events.

##### **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](mailto:hr@ntx.wish.org)

***We are an Equal Opportunity Employer!***

