



Job / Position Title: Development Coordinator
Department: Development
Supervisor: Vice President of Philanthropy
Status & Classification: Full-Time & Non-Exempt

Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the U.S. and its territories. With the help of generous donors and more than 600 regional volunteers, Make-A-Wish Texas Gulf Coast and Louisiana grants 675 local children's wishes annually.

Position Summary

Make-A-Wish is seeking a highly organized, creative, and mission-driven **Development Coordinator** to support our dynamic development team. This role is essential in advancing our mission by providing administrative and executive support, managing donor and foundation relationships, and crafting compelling stories that inspire giving. The ideal candidate will bring strong communication and marketing skills, a keen eye for storytelling, and a passion for nonprofit work.

Duties and Responsibilities

Storytelling & Impact Communication

- Collaborate with the Mission Delivery, Development and Marketing & Communications teams to gather wish family stories, quotes, and images for donor communications.
- Write inspiring wish recaps and donor-facing stories that convey impact and deepen engagement.
- Assist in creating donor reports, presentations, social media content and materials that reflect the mission and outcomes.

Donor & Foundation Portfolio Management

- Steward a small portfolio of individual donors within a designated giving threshold.
- Manage a group of foundation and corporate grants under \$15,000, including tracking applications, reporting, and stewardship.
- Conduct prospect research on new and emerging donors as identified/requested, including individual, foundation, and corporate prospects.
- Assist in developing fundraising proposals and sponsorship ROI reports.

Departmental Support

- Execute donor stewardship touchpoints such as thank you calls, cards, emails, and visits.
- Coordinate donor mailings, swag orders, and appreciation items.
- Assist Special Events Team with planning and execution of fundraising events, including logistics, communications, and on-site support as needed.
- Maintain a high level of service by responding to customer inquiries both internally and externally in a knowledgeable and timely manner.

Database & Partnership Management

- Maintain accurate donor records in Salesforce, including data entry, updates and report generation.
- Support fulfillment of sponsorship benefits and partner communications to ensure satisfaction and renewal potential.

Executive Support

- Work directly with the Vice President of Philanthropy on special projects, presentations, and strategic initiatives.
- Prepare briefing materials, donor profiles, and impact summaries as needed.
- Other duties as assigned.

Required Qualifications and Abilities:

- Bachelor's degree required.
- Minimum of 1 year of experience in a nonprofit development, marketing/communications, or related field.
- Strong written communication skills with the ability to tailor messaging to diverse audiences.
- Highly organized and detail-oriented with the ability to manage multiple tasks and deadlines.
- Commitment to the mission of Make-A-Wish Texas Gulf Coast and Louisiana and a passion for storytelling and donor engagement.
- Excellent customer service and interpersonal skills.
- Results-driven with proven success leading and managing projects.
- Proven ability to work both independently and as part of a team, is self-motivated and proactive.
- Experience with developing and implementing creative solutions to time-sensitive work.
- Proficient computer skills in Microsoft Office and Canva; experience with Salesforce or similar CRM systems preferred.
- Comply with National Performance Standards along with chapter guidelines and procedures.
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® Texas Gulf Coast and Louisiana policies and procedures.

Working Conditions

This position will be based in the Make-A-Wish Stafford office. The position requires the individual to work in an office environment in a shared office space. Incumbent must be willing to work some nights/weekends and travel within the territory.

We offer a comprehensive benefits package including 100% employer paid for healthcare, dental, and vision insurance; basic life insurance; short-term and long-term disability. Medical coverage for employee's family members is available through company policy, with a portion of this coverage subsidized by employer.

After one year of service, employees become eligible to participate in a company 401(k) retirement savings plan, with an employer match up to 6% of compensation.

We offer full-time employees a hybrid work schedule, beginning with one remote day per week, moving to two remote days per week after six months. Our chapter provides generous paid time off, as well as 15-17 paid holidays in a calendar year, including a week near the end of December.

Join Our Team of Inspired People Transforming Lives

We are more than a great place to volunteer—our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.