

Make-A-Wish® Oregon

POSITION TITLE: DEVELOPMENT COORDINATOR

Date Revised: February, 2026

Status: Salaried Full Time- Exempt, *includes benefits*

Reports To: Vice President of Development & Alumni

Supervises: N/A

Benefits: Health & dental insurance, 401(k) plan with match, generous PTO, long-term disability & employee assistance plan, flexible spending accounts

Salary: Starting at \$60,000 - \$62,000

Location: This position has the option to work a hybrid in-office/remote work schedule. 3 days a week in the office required.

POSITION SUMMARY:

Fulfill the wishes of children with critical illnesses by supporting the members of the Development team, the CEO, Board of Directors, and fundraising and community building events. This position supports the Development team on all internal and external fundraising projects and programs. We work hard, collaborate with community outreach, and mission team members to create opportunities for transformational giving.

POSITION RESPONSIBILITIES:

- Manage workflow and support for Development Team members
 - Maintains Development Team calendars by planning and scheduling meetings, determines importance of internal and external meeting request, priorities and schedules accordingly.
 - Provides support for meeting preparedness, including agenda preparation, gathering necessary support/briefing materials, and tracks follow-up needed.
 - Assists with keeping Development Team member pipelines accurate and current at all times; ensures related activity are entered into Salesforce database.
 - As directed, corresponds with donors, board members and community members.
 - Provides other general support as needed including budgets, deposits, expense reimbursements, invoice, and office supplies
- Support CEO and Board of Directors
 - Arrange meeting calendars for committees and board meetings.
 - Take and distribute board minutes, create agenda packet and supporting materials.
 - Assist in creating opportunities for Board members to participate in mission moments.
- Other Duties as Assigned
 - Will assist in creating content and managing social platforms.
 - Represents the MAWO at fundraising events, meetings and activities.
 - Assists with all internal and external event planning as directed.

POSITION QUALIFICATIONS:

- Strong time management and organizational skills; affinity for project management and ability to prioritize multiple projects and tasks with deadlines
 - Strong emotional intelligence and ability to collaborate professionally and productively
 - Takes initiative and be self-directed; knows when to ask questions and works to anticipate team needs
 - Excellent verbal and written communications skills; ability to prepare formal minutes, and general correspondence for team members.
 - Bachelor's degree or equivalent administrative experience
 - Knowledge of Office software suite required, and Salesforce or CRM software (preferred)
 - Some local travel may be required, ability to lift at least 35 lbs. required.
 - Occasional hours outside or normal work hours for meeting, events, or projects
- Make-A-Wish Oregon is an equal opportunity employer and encourages candidates of all backgrounds to apply.