



Development Specialist NWA

*Fayetteville, AR * Development Department * Full-Time * Non-Exempt*

At Make-A-Wish Mid-South, we are more than a great place to work – our work is life-changing. Together, we create life-changing wishes for children with critical illnesses. We have been doing this for nearly 40 years, and together, with our volunteers, donors, staff and supporters, Make-A-Wish Mid-South has granted more than 7,500 life-changing wishes and transformed countless lives.

THE TEAM

Make-A-Wish Mid-South is headquartered in Memphis, TN with remote offices in Little Rock, AR and Fayetteville, AR. We serve wish children throughout the Mid-South, including the state of Arkansas, West Tennessee, and North Mississippi. The Development team is committed to raising the funds needed to grant the wish of every eligible child.

THE ROLE

The Development Specialist is a community-facing fundraiser responsible for generating revenue and increasing brand awareness through signature events and strategic community partnerships across northwest Arkansas.

WHERE YOU COME IN

As the Development Specialist, you will:

- **EVENT AND CAMPAIGN LEADERSHIP**
 - Lead the planning, production, and execution of the chapter's two signature internal events: Walk for Wishes and Dancing with Our Stars to ensure a positive experience for participants, sponsors, and stakeholders
 - Strategically develop, recruit, and provide leadership to volunteer working committees
 - Identify, cultivate, solicit, and steward individual and corporate donors for cash and in-kind support to meet fundraising goals
 - Manage event budgets by tracking revenue and expenses associated with assigned fundraising campaigns
 - Develop and maintain Basecamp sites to manage event logistics, timelines, and internal coordination
 - Partner with the Marketing team to develop and implement PR plans, messaging, digital marketing, print materials, and event signage
 - Monitor internal procedures for event production and recommend process improvements as needed

- **COMMUNITY ENGAGEMENT**

- Recruit, coach, and steward Wish Heroes to raise funds through peer-to-peer fundraising initiatives
 - Oversee and support third-party special events to ensure adherence to event policies and brand standards
 - Create and implement a cultivation and solicitation strategy for schools and youth programs in Northwest Arkansas through the Kids for Wish Kids program
 - Represent Make-A-Wish Mid-South at speaking engagements and presentations to community groups, donors, and partners
 - Implement the chapter donor stewardship plan to build and maintain strong donor relationships
- **ADDITIONAL RESPONSIBILITIES**
 - Attend bi-weekly Development Department Meetings
 - Prepare regularly scheduled or special reports
 - Ability and willingness to travel throughout the territory
 - Perform other related duties as assigned or requested

WHAT YOU'LL NEED

- Bachelor's degree in communication, marketing, non-profit management or similar field required.
- Minimum of 2 years' work experience in fundraising, sales or account management, or relevant field.
- Ability to work with and build effective long-term relationships with a wide range of internal and external stakeholders.
- Strong project management and organizational skills
- Excellent interpersonal and communication skills. Comfortable speaking in front of groups.
- Thorough understanding of the northwest Arkansas community as well as regional area.
- Capability to work independently and collaboratively.
- Willingness to travel regionally as required by the position.
- Proficiency in Microsoft Office and related products.
- Experience in Salesforce or other CRM products preferred.

WHAT WE OFFER

- Competitive salary.
- Paid time off: Vacation – 12 days per year, increasing with tenure; Personal Leave – 12 days per year; and 12 holidays per year.
- Flexible work schedule.
- Fully paid comprehensive benefit package including medical, dental, vision, disability and life insurance.
- Paid medical leave option after completion of five years of employment.
- 401k Retirement Savings Plan, including a match after completion of six months of service.
- Employee Awards and Recognition Programs.

To apply, please send a **cover letter, resume, and salary requirements** to administration@midsouth.wish.org. Applications without a cover letter will not be considered. Only candidates selected for an interview will be contacted. No phone calls please.

Make-A-Wish Mid-South is an Equal Opportunity Employer and does not discriminate on the basis of race, ancestry, national origin, color, religion, gender, age, marital status, sexual orientation, disability or veteran status.