



DEVELOPMENT COORDINATOR

We are currently seeking an experienced **Development Coordinator** to join our team in **Dallas, 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 14,000 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 understand we have the responsibility—and privilege—of meeting families at the hardest moment of their lives and offering something luminous in return: hope. We know this isn't just a workplace. It's not just a nonprofit. It's a community bound together by the belief that hope has power—and that how we show up for each other, for our donors, for volunteers, and for families determines the impact we can make.

Our cultural values:

- Freedom & Responsibility – we are empowered and trusted to do our jobs with a productive accountability to each other, our donors, and our wish families.
- Community – we are rooted in collaboration, respect, and belonging.
- Unwavering Commitment – to our mission, we pursue excellence with intention, grit, and courage, always mindful of the impact we create.
- Fearless Curiosity – we ask bold questions and innovate with imagination and resourcefulness.
- Celebratory – we spark joy in ways that honor each other and the children we serve.

We believe that our community thrives 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!

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 Coordinator serves as a versatile member of the development team, providing cross-functional support across development operations, data services, and other fundraising functions as needed. This role supports a range of administrative, coordination, and project-based efforts to ensure efficient





operations and overall team effectiveness. This position reports directly to the Associate Director of Development Operations and plays a key role in supporting the success of the development team.

What you'll do:

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

- Support development operations, including data entry, gift processing, reporting, and general administrative functions
- Assist with fundraising events, including logistics, registration, and post-event follow-up
- Support donor services efforts, including acknowledgments, stewardship activities, and donor communications
- Collaborate with team members to support ongoing fundraising initiatives and departmental priorities
- Assist with special projects and provide general support across the development team as needed
- 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.

Our Perfect Candidate

Education and Experience:

- 1-3 years of administrative, nonprofit, development, or related experience
- Experience with data entry and database/CRM system preferred
- Exposure to fundraising operations, events, or donor services a plus

Required Knowledge, Abilities and Skills:

- Strong organizational skills with attention to detail and accuracy
- Ability to manage multiple tasks and priorities in a fast-paced environment
- Experience in Microsoft Office or similar applications (Outlook, SharePoint, Teams, etc.)
- Ability to learn and adapt to development and event-related platforms
- Customer service-oriented with a professional and positive approach
- Ability to work both independently and collaboratively
- Proficient in Microsoft Office and experience with donor database software, Salesforce experience preferred.
- Exceptional interpersonal skills necessary to work closely with all constituents including vendors, donors, staff, volunteers, wish families, and the public.
- Must be able to work flexible hours beyond the normal schedule when necessary, including attending weekend and after-hours events.
- Ability to meet attendance requirements.
- Ability to read, write, and communicate the English language.
- Ability to operate various general office equipment including a computer.
- Ability to work well under the pressure of deadlines.

Company Offers:

- Competitive salary commensurate with experience and education
- Comprehensive benefits package available: *healthcare, vision, dental, disability 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

We are an Equal Opportunity Employer!

