



Organization: Make-A-Wish Central Coast and Southern Central Valley
Position Title: Development Coordinator
Reports to: Vice President, Mission Delivery / CEO
Office Location: Camarillo, CA
Status & Classification: Full-Time / Non-Exempt

Make a Difference by Making a Meaningful Impact

Join Make-A-Wish and be part of something truly impactful. As a Development Coordinator, you'll help support fundraising and community engagement efforts that bring hope and joy to children with critical illnesses

If you're enthusiastic, people-focused, and ready to hone your skills in a supportive environment, this role is a great place to start.

What You'll Do

- Represent the organization at community events
- Engage local schools, colleges, and businesses
- Support fundraising campaigns and annual giving efforts
- Coordinate community donation drives and community events
- Support donor engagement and stewardship efforts
- Build relationships with donors and community supporters
- Assist with partnerships, workplace giving, signature events, and community programs
- Enter, update, and maintain donor records in Salesforce
- Prepare reports and track progress
- Other duties as assigned

What You Bring

- Recent bachelor's degree in a related field
- 1–2 years experience (internships and social group experience count)
- Strong communication skills
- Experience with preparing and giving presentations
- Positive, proactive attitude
- Ability to work independently and as part of a team
- Organizational, time-management, and project management skills
- Passion for nonprofit or community work
- Strong Microsoft Office (Outlook, WORD, Excel, PowerPoint) skills
- Strong social media skills
- SharePoint, Adobe, CANVA, Constant Contact (or similar), Salesforce, or other CRM a plus
- Valid driver's license and willingness to travel

Compensation & Benefits

\$21 to \$25 per hour, plus full benefits including health, dental, vision, retirement, and paid time off.

Limitations And Disclaimer

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities, and skills required for the position. Employees will be required to follow any other job-related instructions and perform any other duties requested by their supervisor, in compliance with Federal and State laws. Requirements are representative of the minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Make-A-Wish Central Coast and Southern Central Valley respects and ensures equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.

How to Apply

Submit your resume and cover letter to trishmiller@spherion.com with subject line: MAW Development Coordinator.