



Job Title: Development Coordinator, Community Events

Reports To: Senior Director of Development, Peer-to-Peer Fundr. (Development Team)

Travel: Approximately 40–50% throughout Georgia

Posting Date: August 2026

Position Summary:

The Community Events Coordinator is responsible for cultivating, supporting, and growing Make-A-Wish® Georgia's community fundraising initiatives throughout the state. This role manages third-party fundraising events and expanding youth engagement programs. The coordinator serves as a relationship manager for individuals, corporations, schools, universities, and community organizations that choose to support Make-A-Wish through independent fundraising events and campaigns. Success in this role requires exceptional relationship-building skills, strong project management, attention to detail, and a passion for inspiring others to support our mission.

Primary Job Duties and Responsibilities:

- Community Fundraising
 - Develop and execute strategies to grow Make-A-Wish® Georgia's community fundraising portfolio.
 - Recruit, cultivate, and steward new third-party fundraising events across Georgia.
 - Manage relationships with community organizations, businesses, schools, civic groups, and individuals hosting fundraising events.
 - Provide guidance, tools, and support to event organizers from planning through event completion.
 - Identify opportunities to increase revenue, donor engagement, and community awareness.
- Youth Engagement Programs
 - Grow and manage the Kids for Wish Kids program throughout Georgia.
 - Expand and support Youth Leadership Council initiatives in K–12 schools.
 - Recruit, launch, and manage Wishmakers on Campus chapters at colleges and universities.
 - Develop strategies to increase participation and long-term engagement within youth fundraising programs.
- Donor & Event Management
 - Track fundraising activity and donor engagement within Salesforce.
 - Process event proceeds and ensure accurate documentation and reporting.
 - Record meaningful constituent interactions in the CRM.
 - Coordinate sponsorship opportunities in partnership with the Corporate Development team.
 - Ensure compliance with National Make-A-Wish and chapter fundraising policies.

Community Events Coordinator (*Atlanta*) - Job Posting

- Collaboration & Representation
 - Partner with the Marketing & Communications team to ensure appropriate use of the Make-A-Wish brand.
 - Represent Make-A-Wish® Georgia at community meetings, fundraising events, and speaking engagements.
 - Assist with chapter signature events and other development initiatives as needed.
 - Maintain confidentiality of donor, volunteer, and organizational information.
- Perform other duties as assigned.

Qualifications:

Required

- **Bachelor's degree or equivalent combination** of education and experience.
- Three (3) or more years of experience in nonprofit fundraising, event management, business development, sales, customer relationship management, or account management.
- Demonstrated ability to build relationships and cultivate new partnerships.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational, time management, and project management skills.
- Ability to manage multiple priorities while meeting deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Valid driver's license with the ability to travel throughout Georgia.

Preferred

- Experience working with community fundraising or peer-to-peer fundraising programs.
- Experience using Salesforce or another CRM/database.
- Knowledge of nonprofit fundraising principles and donor stewardship.
- Experience working with volunteers, schools, or youth leadership programs.

What We Offer:

- Competitive compensation for similar nonprofit roles
- Comprehensive benefits package: Medical, Vision, Dental
- Company provided Short Term Disability, Long Term Disability, and Life Insurance
- 401(k) Retirement Savings Plan and organizational match.
- Generous PTO Program to support your work/life balance.
- Connection to an awesome culture - purpose-filled and supported by service-minded individuals.

About Make-A-Wish® Georgia:

Since 1995, Make-A-Wish® Georgia has been granting the wishes of local children with life-threatening medical conditions to enrich the human experience through hope, strength, and joy. Make-A-Wish® Georgia is a movement, powered by you, to renew families and communities disrupted by serious childhood illness. We all have the power to make wishes come true. To learn how you can become a part of the story, visit www.georgia.wish.org.

Make-A-Wish® Georgia is an Equal Opportunity Employer. To apply, email your cover letter and resume to jobs@georgia.wish.org