



Job / Position Title: Development Coordinator
Department: Development
Supervisor: Director of Philanthropy and Special Events
Status & Classification: Full-Time & Non-Exempt

Together, we create life-changing wishes for children with critical illnesses. From our humble beginnings with one boy's wish to be a police officer, we have evolved to be one of the world's leading children's charities, serving children in every community in the U.S. and its territories. With the help of generous donors and more than 500 regional volunteers, Make-A-Wish Texas Gulf Coast and Louisiana grants 600 local children's wishes annually.

Position Summary

Make-A-Wish is seeking an energetic and highly organized **Development Coordinator**, supporting Individual Giving & Special Events, to strengthen donor engagement, stewardship, and fundraising events across the chapter. This position plays an integral role in cultivating relationships with individual donors, coordinating stewardship activities, supporting fundraising campaigns, and assisting with planning and execution of special events. The ideal candidate possesses exceptional interpersonal skills, strong attention to detail, and a passion for creating meaningful donor experiences.

Duties and Responsibilities

Individual Giving Support

- Assist with cultivation, solicitation, and stewardship activities for individual donors and prospects.
- Manage a portfolio of annual donors giving up to \$5,000 through personalized outreach, stewardship calls, emails, and engagement opportunities.
- Conduct research on individual donor prospects and emerging community supporters.
- Prepare donor profiles and briefing materials for development staff and leadership.
- Coordinate donor meetings, tours, wish experiences, and stewardship opportunities.
- Collaborate with development and marketing staff to create stewardship collateral, impact updates, recognition materials, and donor communications.
- Coordinate thank-you letters, acknowledgment processes, donor anniversaries, and milestone recognition.
- Work closely with Marketing and Communications to gather wish family stories, testimonials, and photos that demonstrate mission impact.
- Assist with donor-facing presentations, event materials, appeal messaging, and stewardship communications.
- Support the development and execution of donor engagement events and cultivation activities.

Special Events Management

- Assist in planning and execution of chapter fundraising events, including Wish Ball, Wish Classic, Sporting Clays, Trees of Joy, and other fundraising initiatives.
- Coordinate event logistics, timelines, registration, sponsorship fulfillment, guest communications, and on-site event management.
- Track event revenue, sponsorship commitments, attendance, and post-event stewardship.

Database Management & Administrative Support:

- Maintain accurate donor records, event participation history, stewardship actions, and interaction notes in Salesforce.
- Generate reports and donor lists to support relationship management efforts.
- Provide administrative support related to individual giving and events, including scheduling meetings, preparing materials, documenting donor interactions, and coordinating follow-up activities.
- Maintain a high level of customer service for donors, volunteers, committee members, and event participants.
- Support chapter-wide fundraising efforts and perform other duties as assigned by the Vice President of Philanthropy and Director of Philanthropic Events.

Required Qualifications and Abilities:

- Bachelor's degree required.
- Minimum of 2 years of experience in a nonprofit or marketing communications role.
- Commitment to and a passion for the mission of Make-A-Wish Texas Gulf Coast and Louisiana.
- Provide excellent customer service and representation of Make-A-Wish to external supporters.
- Able to manage and prioritize multiple tasks effectively.
- Detail-oriented and well organized.
- Strong written communication skills with a keen understanding of how to write to and connect with different audiences.
- Results-driven with proven success leading and managing projects.
- Proficient computer skills in Microsoft Office and Canva.
- Comply with National Performance Standards along with chapter guidelines and procedures.
- Adhere to all Make-A-Wish® America performance standards and Make-A-Wish® Texas Gulf Coast and Louisiana policies and procedures.

Working Conditions

This position will be based in the Make-A-Wish Stafford office. The position requires the individual to work in an office environment in a shared office space. Incumbent must be willing to work some nights/weekends and travel within the territory.

We offer a comprehensive benefits package including 100% employer paid for healthcare, dental, and vision insurance; basic life insurance; short-term and long-term disability. Medical coverage for employee's family members is available through company policy.

After one year of service, employees become eligible to participate in a company 401(k) retirement savings plan, with an employer match.

We offer full-time employees a hybrid work schedule, beginning with one remote day per week, moving to two remote days per week after six months. Our chapter provides generous paid time off, as well as 14-16 paid holidays in a calendar year, including a week near the end of December.

Join Our Team of Inspired People Transforming Lives

We are more than a great place to volunteer—our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

We respect and ensure equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability and other legally protected characteristics.

****NOTE TO APPLICANTS**

All applications must be submitted via our [ADP Career Center](#). Please make sure to submit your application via the portal.