



Make-A-Wish® Idaho 's mission is to provide life changing wishes to children with critical illnesses.

**POSITION: Communications and Development Coordinator**

**JOB SUMMARY**

The Communications and Development Coordinator is responsible for managing Make-A-Wish Idaho's marketing and communications activities, and providing support to the development team. Position reports to the President and CEO, and works collaboratively with the full staff.

This role must adhere to the policies, guidelines and procedures established by the National Office and local Make-A-Wish Foundation Chapter.

He/she is to act as a member of the team in supporting coworkers and supervisors in accomplishing the Chapter objectives. This position is based out of the Boise, Idaho office.

**RESPONSIBILITIES**

- Develop and implement marketing plan with the objective of building awareness of and support for Make-A-Wish Idaho and advancing its mission and goals
- Develop and distribute monthly Chapter newsletter
- Prepare, edit and/or review all external communication materials including traditional and social media
- Manage Chapter website and oversee updates with National Office
- Manage communications calendar with a goal of cohesive communications throughout the state
- Create Wish Stories for use in fund development and programs
- Ability to collaborate and coordinate work across different departments of the organization while addressing each department's priorities
- Composes press releases, editorials, speeches, interview questions, website content, social media posts and other internal and external communications pieces
- Builds and maintains strong relationships with media sources across the state
- Work with CEO and/or Development Team to create and execute stewardship plan, timely donor acknowledgement letters and other donor communication
- Assist with fundraising initiatives, such as direct mail and other mail/online campaigns
- Other duties as assigned

**POSITION QUALIFICATIONS**

- Detail-oriented individual who has excellent organizational, written, and oral communication skills
- BA or BS degree from accredited University preferred
- Experience with Raiser's Edge or Salesforce is preferred
- Social Media expertise
- Ability to manage multiple projects simultaneously and achieve objectives
- InDesign, Adobe Creative Suite, Drupal and Sitecore experience preferred

- Ability to work independently, a self-starter in an environment with frequent interruptions.
- Commitment to and a passion for the mission of Make-A-Wish Idaho
- Some travel may arise on an as needed basis
- Must have a valid driver's license
- Must be willing to comply with all background check requirements

**JOB LOCATION**

Boise, ID

**POSITION TYPE**

Full-Time, Exempt

Benefits include PTO, medical benefits and 401K

Please submit a cover letter and resume to: [jobs@idaho.wish.org](mailto:jobs@idaho.wish.org)

Make-A-Wish® Idaho

Attn: Janie Best

310 W. Idaho Street

Boise, ID 83702

No phone calls please.