



Job / Position Posting

Development Coordinator

		Effective Date:	2019_9.7.19
Reports To:	VP of Development	Department:	Development
Employment Category:	Regular, Full-Time	FLSA Status:	Non-Exempt

JOB / POSITION SUMMARY

Assists the Vice President of Development and Development team on initiatives to meet the organization's public support and revenue goals to achieve the MAWMA mission. Provides both functional and administrative support.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Provides administrative support to the Vice President of Development (VP) and Development team. Assists with scheduling, receiving/screening phone calls, expense reports, document approval and execution, and meeting support.
- Assists VP of Development and Development team in management and support of Board Development Committee and other volunteers.
- Prepares fundraising materials and briefing documents for President & CEO and VP of Development, as needed.
- Assists in the creation and coordination of reports, surveys, and other written materials to be sent out under the VP's signature.
- Assists in donor relations and donor stewardship for gift officers.
- Manages a group of 10-15 donor prospects, with fundraising goal.
- Enters VP's meeting notes/contact reports in Raisers Edge (Customer Relationship Management System) and maintains updated records on contacts.
- Works with Database Manager on report creation; runs and prints reports on a routine basis for VP's review and other Development staff.
- Assists VP in formulating and managing departmental budget.
- Supports cause-related marketing programs and community events and assists and supports Development events.
- Prepares necessary reports to assist with tracking annual goals for team.
- Ensures the confidentiality and security of proprietary and donor information.
- Adheres to all Make-A-Wish performance standards and Make-A-Wish Mid-Atlantic internal controls, policies and procedures.

NON-ESSENTIAL FUNCTIONS & OTHER RESPONSIBILITIES



- Support and attend internal and external events on occasion as needed.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS & QUALIFICATIONS

- **Education:** Bachelor's degree in related field (nonprofit management, business, communications, marketing, journalism, hospitality, etc.) or equivalent experience.
- **Experience:** Two (2) years of administrative support experience in a nonprofit setting.
- **Computer/System Skills:** Microsoft Office Suite and The Raiser's Edge database software preferred
- **Certificates, Licenses, Registrations:** None
- **Other Requirements:** None

MINIMUM KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
- Knowledge of fundraising principals including how to steward donors and the courage to make the "ask".
- Skill in critical thinking; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; thinking tactically about opportunities to raise funds.
- Skill in organizing, planning, and prioritizing work; developing specific goals and plans to prioritize, organize, and accomplish work; and maintaining meticulous records.
- Skill in completing internet-based research.
- Skill in budgeting and donor/member relationship management skills.
- Ability to research and identify new gift opportunities as well as successfully complete proposals and applications on time.
- Ability to work well with others in a team-oriented environment.
- Ability to demonstrate a high level of professional demeanor; communicate and work successfully with a wide variety of constituents including donors, board members, volunteers and consultants to build lasting relationships.

Benefits:

We offer comprehensive medical and dental benefits along with excellent paid time off, life and disability insurance and a 403(b) retirement plan.

To Apply:

Send cover letter and resume with salary requirements to Susan Lucas, slucas@midatlantic.wish.org.