



JOB TITLE:

Senior Development Officer

SUMMARY:

We are currently seeking an experienced Senior Development Officer to join our team in our Dallas, TX, 75001 location.

WHO WE ARE:

Make-A-Wish North Texas - Since 1980, Make-A-Wish® has been creating life-changing wish experiences for children with critical illnesses around the world. Wishes have proven physical and emotional benefits that can give children with critical illnesses a higher chance of survival. When a wish is granted, a child replaces fear with confidence, sadness with joy and anxiety with hope. Wishes even reunite families and enrich entire communities. Every eligible child needs a wish to count on! To learn more about us, please visit us at <https://ntx.wish.org/>

ABOUT THE ROLE:

The Senior Development Officer works closely with the Vice President of Regional Development, Members of the Development Department, and Regional Councils to help secure the necessary funds and public awareness to advance the programs of Make-A-Wish North Texas.

Areas of responsibility include planning, implementation, coordination and evaluation of the regional resource development and public awareness programs. A primary responsibility will include the management of a personal portfolio of individual, corporate, and foundation prospects. The candidate must believe in the agency's mission and act in accordance with the agency's policies and procedures.

WHAT YOU'LL DO:

Core duties and responsibilities include the following. Other duties may be assigned.

- Works with the Chief Development Officer, Vice President of Regional Development, Regional Councils, and Regional Development Staff to create achievable and agreed upon goals, both long and short-range, to accomplish the Foundation's financial and public awareness needs.
- Manages, builds and maintains Council(s) in conjunction with Council Chair(s) in Dallas and other areas as assigned to ensure members are meeting goals. Guides and motivates the Council(s) to enhance their capacity, effectiveness, and efficiency.
- Responsible for securing and cultivating event sponsorships, ticket sales, auction items for internal special events. Ensures all necessary sponsorship tracking and in-kind paperwork is completed, working collaboratively with other Development team members to ensure successful event execution in assigned region.
- Design strategies within territory to support and ensure the success of fundraising endeavors to secure targeted recognition in the community.
- Oversee the preparation, editing, and review of development materials and press releases as it pertains to territory in conjunction with the Marketing team.
- Oversee the cultivation and maintenance of relationships with foundations and ensures proposal information is submitted in a timely manner in conjunction with the Director of Development Services and Foundation Giving.
- Manages a portfolio of individual, major gift, foundation and corporate prospects and identifies a strategic cultivation plan for each prospect.





OUR PERFECT CANDIDATE:

Education and Experience:

- Bachelor's degree
- 5+ years of relevant work experience in cultivating donors, prospects, and building a development program
- Experienced in in a non-profit organization position with significant donor relations, public relations and communications responsibilities

REQUIRED ABILITIES AND SKILLS:

- Strong interpersonal, verbal, and written communication skills
- Time management skills to prioritize and meet deadlines
- Demonstrated understanding of fundraising, communication and marketing principles
- Demonstrated ability to relate positively to persons in a multi-cultural, and pluralistic community
- Demonstrated ability and willingness to solicit funds through personal contacts with donors and prospects
- Demonstrated ability to communicate effectively and clearly, with diplomacy and tact, both verbally and in writing
- Exceptional interpersonal skills necessary to work closely with Regional Council members, donors, staff and volunteers
- Strong organizational and financial management skills
- Proficiency in database management software such as Blackbaud Raiser's Edge
- Ability to follow instructions and work independently with limited supervision
- Ability to present a positive and professional image of the Foundation
- Proficiency in Microsoft Office Applications including Excel, PowerPoint, and Word

COMPANY OFFERS:

- Competitive salary will commensurate with experience and education
- Comprehensive benefits package available: (healthcare, vision, dental and life insurances; 401k company match; paid time off and holidays)

TO APPLY:

Please submit your resume, cover letter, and salary requirements (a range is fine) to <mailto:HR@ntx.wish.org>.

We are an Equal Opportunity Employer!

