



## Development Coordinator

### Job Summary

The Development Coordinator is responsible for providing operational and event support for the Development Team. This person will be a pivotal member of the team and will offer structure, moves management support, and new ideas to help support a dynamic and fast-paced development program.

### The Successful Candidate

The ideal candidate will be a quick learner and someone who can think on their feet. Outstanding communication and interpersonal skills are essential. A strong work ethic combined with honesty and integrity is an absolute requirement as is a dedication to the mission of Make-A-Wish. A collaborative style will result in a strong departmental and Chapter structure, ensuring success for all. The successful candidate will be someone who enjoys a strong team environment. To be successful as a Development Coordinator, this person should be able to resolve problematic situations efficiently and have excellent communication and organizational skills.

### Position Responsibilities

- Manage donor qualification process including research on potential donors to identify individuals, foundations and corporations with new or existing interest in supporting the organization's mission.
- Assume primary team responsibility for maintaining and updating the donor database, ensuring accuracy and completeness of donor records and team activities.
- Generate reports and provide data analysis to support fundraising strategies.
- Update donor wealth screenings and other fundraising-related data.
- Create and execute chapter stewardship plan.
- Assist in supporting and executing fundraising and stewardship events, including logistics, guest management, set up, and post-event follow-up.
- Collaborate with the events team to ensure a seamless experience for donors focused on pre and post-event stewardship.
- Assist in the creation and distribution of fundraising materials, newsletters, and other communications to donors.
- Assist in developing and implementing strategies to engage and steward donors, including coordinating donor appreciation activities.
- Create, maintain and update donation webpages.
- Assist with grant applications and proposals.
- Oversee workplace giving and matching gifts processes.
- Support annual fund by collaborating to assist in creation and execution of departmental appeals and mailings.

## **General**

- Adhere to all Make-A-Wish America performance standards and Make-A-Wish Connecticut internal controls, policies, and procedures, including maintenance of the Associates database.
- Represent Make-A-Wish Connecticut at the required internal and external events. Some evenings and weekend days required.
- Foster a culture of cooperation and collaboration among departments of the chapter.
- Maintain transparent reporting, information and records that are commensurate with a first-class organization
- Demonstrate commitment to personal growth and development of self and team
- Perform other duties as assigned.

## **Knowledge, Skills, and Abilities Requirements**

As with all members of Make-A-Wish Connecticut staff, the Development Coordinator must believe in the mission and vision of Make-A-Wish. They must model integrity, work to inspire colleagues and contacts, and strive to build a solid base of loyal donors. In addition, the Development Coordinator should:

- Possess an energetic, engaging personality with a sense of humor
- Be well organized, self-motivated and detail oriented
- Have a collaborative work ethic with strong interpersonal and problem-solving skills.
- Possess high levels of integrity, trustworthiness, flexibility, and compassion necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change.
- Be able to work with minimal supervision, to manage multiple priorities, and to work in a deadline driven environment.
- Flexibility to work outside standard work hours.
- Must be proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook).
- Experience with Salesforce and Blackbaud/ Teamraiser a plus but not a requirement.

**Salary:** \$52,000

**To Apply,** email [development@ct.wish.org](mailto:development@ct.wish.org) or click [here](#).

## **About Us**

Make-A-Wish believes that a wish experience can be a game-changer for a child with a life-threatening medical condition. This one belief guides us in everything we do. It inspires us to grant wishes that change the lives of the kids and families we serve.

Make-A-Wish Connecticut is part of the nation's largest and most well-established wish granting organization, with chapters and volunteers throughout the U.S. and abroad. The work of Make-A-Wish is accomplished by a volunteer governing board of directors, a paid staff of dedicated employees, and hundreds of dedicated volunteers.

Our local staff is dedicated to creating life-changing wishes for children with critical illnesses. We are committed to maintaining the Foundation's vision of reaching every eligible child and making his or her one true wish come true.

*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.*