



DESCRIPTION OF POSITION

Title: Development Coordinator
Reports To: Director of Development
Job Summary: The Development Coordinator is responsible for representing the Make-A-Wish Middle Tennessee (the chapter) to prospects and donors.

Primary Responsibilities & Essential Functions

- Manage a portfolio of Kids for Wish Kids partners
- Establish meaningful relationships within the community
- Believe in the agency's mission and act in accordance with the agency's policies and procedures

General Responsibilities:

Kids for Wishes Kids

- Secure annual sponsorships for KFWK program
- Execute and grow existing KFWK partnerships
- Proactively identify and engage new youth programs

Youth Leadership Council Management

- Recruit and manage YLC to improve KFWK program and grow youth fundraising initiatives.
- Lead, promote and manage YLC meetings and events.

Community Engagement

- Network through key community groups and organizations to ensure awareness of the mission and organizational needs throughout the 38 county service area
- Support Programs Department on Medical Outreach Efforts
- Collaborate with marketing coordinator to develop marketing strategies that meet organizational and KFWK partner goals and to develop effective collateral for approaching KFWK partners.

Specifications of Position

- Preferred: Bachelor's degree in appropriate related field
- Preferred: Minimum of 2 years of experience in nonprofit development and/or corporate business experience in sales or business development
- Strong understanding of sales and fundraising
- Demonstrated proficiency in project management, customer service, interpersonal skills, writing and presentation skills, and attention to detail
- Demonstrated experience in team-based, cross-functional work environments with effective and respectful communication as a top priority
- Willingness to listen and to help build consensus within committee structure
- Demonstrated proficiency with MSOffice, especially Microsoft Word and Excel, and database management software Blackbaud Raiser's Edge

Remuneration

Salary to be negotiated based on experience. Benefits include a paid vacation schedule and inclusion in a Simple IRA with company match program. This is a part-time, non-exempt position.

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Make-A-Wish Middle Tennessee is an Affirmative Action/Disabled/Equal Opportunity Employer.