



## **Development Specialist**

*Memphis, TN \* Development Department \* Full-Time \* Non-Exempt*

At Make-A-Wish Mid-South, we are more than a great place to work – our work is life-changing. Together, we create life-changing wishes for children with critical illnesses. We have been doing this for over 35 years, and together, with our volunteers, donors, staff and supporters, Make-A-Wish Mid-South has granted more than 6,000 life-changing wishes and transformed countless lives.

### **THE TEAM**

Make-A-Wish Mid-South is headquartered in Memphis, TN with remote offices in Little Rock, AR and Fayetteville, AR. We serve wish children throughout the Mid-South, including the state of Arkansas, west Tennessee and north Mississippi. The Development team is committed to raising the funds needed to grant the wish of every eligible child.

### **THE ROLE**

The Development Specialist raises funds from community partners in the west Tennessee, north Mississippi, and northeast Arkansas regions through the solicitation and management of external events, the Kids for Wish Kids program, cutout campaigns, and the Have-A-Heart Wish-A-Thon campaign.

### **WHERE YOU COME IN**

As the Development Specialist, you will:

- Create and implement the plan for solicitation and cultivation of schools and youth groups in west Tennessee, north Mississippi, and northeast Arkansas through the Kids for Wish Kids program.
- Coordinate external special events to ensure that event policies are being adhered to and meet the requirement for maintaining the Make-A-Wish® brand.
- Oversee and execute the planning, production, and logistics of the Have-A-Heart Wish-A-Thon in northeast Arkansas.
- Cultivate and implement all Cutout campaigns in the specified region while ensuring compliance with MAWA and BBB standards.
- Solicit and secure donations from Clubs and Organizations and all community grants in west Tennessee, north Mississippi, and northeast Arkansas.

- Establish and maintain excellent donor relationships by driving and implementing the chapter donor stewardship plan.
- Represent the Foundation positively at speaking engagements and presentations to various groups and donors.
- Attend fundraising events when appropriate and approved. Evening and weekend work and/or travel are required with varying frequency.
- Attend weekly Development Department Meetings and one-on-one meetings with the Director of Development as scheduled or requested.
- Prepare regularly scheduled or special reports accurately and efficiently.
- *Perform other related duties as assigned or requested.*

### **WHAT YOU'LL NEED**

- Bachelor's degree required.
- Minimum two years fundraising, sales, or event planning experience preferred.
- Ability to motivate and support with a diverse constituency.
- Manage and prioritize multiple tasks effectively.
- Demonstrate a commitment to the mission of Make-A-Wish.
- Strong oral and written communication and interpersonal skills. Comfortable speaking in front of groups.
- Thorough understanding of the Memphis community as well as regional area.
- Has the ability and willingness to travel regionally as required in this position.
- Experience in Raiser's Edge preferred.

### **WHAT WE OFFER**

- Competitive salary.
- Paid time off: Vacation - 12 days per year, increasing with tenure; Personal Leave - 12 days per year; and 12 holidays per year.
- Flexible work schedule.
- Comprehensive benefit package that is paid for by the chapter, including medical, dental, vision, disability, and life insurance.
- 401k Retirement Savings Plan, including a match after completion of six months of service.
- Employee awards and recognition programs.

### **HOW TO APPLY**

To apply, please send a cover letter, resume and salary requirements to [administration@midsouth.wish.org](mailto:administration@midsouth.wish.org). Applications without a cover letter will not be considered.