



**Job Announcement  
Development Coordinator  
August 2017**

Make-A-Wish Greater Bay Area grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. Our Chapter serves children from Monterey to the Oregon border and anticipates fulfilling over 400 magical wishes this year. Each wish is unique and is the dream of a child who is critically ill, the resulting smiles speak volumes to the healing effects of a wish come true.

We are seeking an organized, experienced, customer service and team-oriented administrative professional for the Development Coordinator role. This individual enjoys multi-tasking, a lively work environment and has a sincere interest in our mission. This non-exempt, full-time position currently reports to the Chief Development Officer and works primarily with the Development and Corporate Development teams.

**RESPONSIBILITIES:**

Gift Intake and Processing Responsibilities (up to 50% of time)

- Data entry/gift processing using The Raiser's Edge database software
- Updating and maintaining donor and prospect records
- Processing matching gifts
- Produce and mail gift acknowledgement letters

Provides administrative support to the Chief Development Officer including but not limited to:

- handling written/electronic and verbal correspondence
- scheduling of CDO meetings such as with the Development Committee of the Board, etc.
- collecting and preparing information for internal and external meetings

Supports the Individual and Corporate Giving teams with various fundraising programs such as:

- vehicle donation, direct mail, matching gifts, donor appeals, cause-marketing promotions, etc.
- attending team meetings to gain insight on team fundraising strategy
- assisting in proposal development
- assembling mailings for solicitations, donor acknowledgments and other correspondence
- Other duties as assigned

**CHARACTERISTICS:** Curiosity, keen interest in and willingness to learn all aspects of fundraising,

**EXPERIENCE & SKILLS:**

Seeking 2+ years related experience in an office environment; fundraising experience desired  
BA or equivalent

Excellent communication skills, both written and interpersonal

Must be extremely well organized and able to prioritize

Must work well under pressure, meet deadlines and learn quickly

Must possess excellent decision-making ability and proactively seek out solutions to problems

Must be customer-service oriented with a great phone presence

Must be a team-player and assist with all Foundation projects as required

Must be computer literate (strong knowledge of MS Word, Excel and Outlook) – experience Raiser's Edge a plus

Occasional evening, week-end and some overtime necessary

**TO APPLY:**

Send a letter of interest and a resume to:  
Development Coordinator Search

**Apply by email only:** [jobs@SFWish.org](mailto:jobs@SFWish.org); no phone calls please

Office location:  
1333 Broadway, Suite 200  
Oakland, CA 94612

Position is open until filled; EOE