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## **JOB DESCRIPTION**

**Job Title:** Director of Development  
**Date:** January 2026  
**Status:** Full-time; Exempt  
**Reports To:** Chief Development Officer  
**Location:** Austin (Headquarter Office)

### **About Make-A-Wish**

Make-A-Wish creates life-changing wishes for children with critical illnesses. We seek to bring the power of wishing to every eligible child because each step of the wish journey can help children build the physical and emotional strength they need to fight their illness. Headquartered in Phoenix, Arizona, Make-A-Wish is the world's leading children's wish-granting organization, serving children in every community in the United States and in nearly 50 countries worldwide. Together, generous donors, supporters, staff and more than 30,000 volunteers across the U.S. unite to deliver hope to wish kids and their families when they need it most. Since 1980, Make-A-Wish has granted more than 500,000 wishes worldwide; more than 340,000 wishes in the U.S. and its territories alone. The Central & South Texas chapter was founded in 1985 and has since granted more than 5,000 wishes in its 40-county territory. To learn more, please visit [www.wish.org/cstx](http://www.wish.org/cstx).

### **Make-A-Wish Central & South Texas Belonging and CommUNITY Statement**

As a nonprofit whose mission is to create life-changing wishes for children with critical illnesses, we are committed to ensuring every child, family member, volunteer, staff member, intern, and supporter that interacts with us can be their true and authentic self, regardless of race, ethnicity, gender identity and expression, sexual orientation, physical and mental ability, faith, religion, age, or any other aspect which makes them unique. We serve a diverse group of children and families, and we strive to make sure each feels seen, heard, and understood—not only through our own actions but by filling our organization with people from all walks of life. We not only welcome differences, we celebrate them. Every person involved in wish granting has a part to play to promote inclusion. We understand that there will always be work to be done, and we will continue to create an environment of belonging and commUNITY so that we can equitably grant the wish of every eligible child.

### **Workplace Location**

Make-A-Wish Central & South Texas has offices in Austin and San Antonio that are open for use by all staff. This position will have the flexibility to work remotely/from home but will be expected to work in-office at least two days a week and some weeknights/weekends for in-person activities, such as event support, wish events, and team bonding activities.

### **Position Summary**

The Director of Development is a key leader of the development team responsible for the identification, cultivation, solicitation and stewardship of individuals, organizations, private foundations and businesses/corporations in Austin and greater Central Texas as part of a strategic fund development program for the organization. The Director of Development is accountable for cycling those relationships inside a moves management system toward new sponsorships, partnerships, grants, and individual philanthropic gifts to the organization. The Director of Development manages the Senior Development Manager with a combined revenue goal of \$2.25 million+ annually with \$1 million from this role's portfolio.

The ideal candidate has 5+ years experience with nonprofit fundraising, supervision experience for both staff and volunteers, good communication skills, is a strategic thinker, enjoys cross-team collaboration, cares deeply about building long-term relationships, and has strong project management skills. This position will play a critical role in meeting the organization's overall fundraising goals in order to deliver on our important mission.

### **Position Responsibilities**

- In conjunction with the Chief Development Officer, set and meet revenue goals while personally taking prospective donors through the entire fundraising journey including identification, cultivation, solicitation, and stewardship.
- Manage and support Senior Development Manager in prospect development, solicitation, strategy development, implementation, and evaluation of annual internal events and external fundraisers.
- Actively manage and maintain a portfolio of at least 150 individual, corporate and foundation donors, including lead prospecting and donor research, setting and meeting benchmarks toward long-term, sustainable growth and gift solicitation.
- Responsible for donor/prospect visits or other meaningful contacts each month; creating donor engagement reports outlining the potential and realized outcomes of each visit within the donor's cultivation plan.
- Implement and operationalize the "moves management" system within the Salesforce platform to inform the annual and major gifts development process.
- Strategize and implement cultivation techniques to inspire prospective supporters to become donors.
- Work with Chief Development Officer to build a pipeline of volunteer leadership and involvement in annual and campaign related fundraising.

- Responsible for writing, reporting and stewardship of grants to private and family foundations in Central Texas territory.
- Work in collaboration with the Make-A-Wish America team to fully engage, manage, and steward local relationships of national corporate partners and administer other nationally administered programs.
- Collaborate with Mission Department to enhance relationships with corporate and individual donors through wish impact engagement and communication strategies.
- Maintain accurate record keeping for all contacts and related interactions in Salesforce and take the lead on report generation to track the market progress on goals.
- Champion the MAW CSTX mission at meetings, community events, conferences, and fundraising events to effectively engage participants in conversations about our mission and inspire involvement.
- Adhere to all Make-A-Wish America performance standards and Chapter internal controls, policies, and procedures.

### **Position Qualifications and Requirements**

- Bachelor's degree and 5+ years professional fundraising experience in nonprofit development.
- A passion for the mission of Make-A-Wish Central & South Texas.
- Experience creating and managing major and corporate fundraising activities.
- Experience operationalizing moves management activities involved in major donor identification, cultivation, acquisition, and stewardship.
- Experience implementing and managing a year-round high-touch donor stewardship program.
- Experience creating clear and compelling communications in both traditional and digital formats.
- Knowledge of effective fundraising techniques and practices, including major gift moves management, annual fund, solicitation techniques and planned giving programs.
- Demonstrated attention to detail and organizational abilities.
- Displays professionalism and effective and responsive service to donors, volunteers, and community contacts.
- Ability to work independently, demonstrate resourcefulness, and problem solve when necessary.
- Ability to prioritize tasks and delegate when appropriate.
- Ability to function well in a fast-paced environment and respond to/be flexible in rapidly changing situations.
- Ability to work collaboratively across the organization.
- Experience working and managing a donor database platform - Salesforce or comparable CRM.
- Required attendance at events in the early morning, evening, and/or weekends in support of the Chapter's mission.
- Must have reliable mode of transportation to travel across chapter territory when needed. Position requires travel throughout the chapter territory and flexible hours.

- Proficiency in all Microsoft computer programs, including Outlook, Microsoft Teams, Word, Excel, and PowerPoint.

### **Benefits & Salary**

- Salary: \$80,000+ commensurate with experience
- Full individual insurance premium coverage for Medical, Dental and Vision care. Optional employee-paid family coverage.
- Health Savings Account options with monthly employer contributions.
- Employer-paid life insurance policy and STD/LTD policies.
- Simple IRA Retirement Savings Plan with 3% employer matching.
- 2 personal days off (PD), birthday day off, 15 accrued paid time off days (PTO), Quarterly Wellness days off, 13 additional paid holidays annually; PTO increases with tenure.
- Monthly business mileage reimbursement
- Paid Parental Leave
- Annual Spanish bilingual stipend available upon successful completion of language proficiency skills test.
- Discounts and special offers with entertainment and travel vendors.

To apply, please visit our Paylocity application site:

[Make-A-Wish Foundation - Job Opportunities](https://recruiting.paylocity.com/recruiting/jobs/All/2c0a8cde-9fbf-4d39-83b5-9d5df2f778be/Make-A-Wish-Foundation)

<https://recruiting.paylocity.com/recruiting/jobs/All/2c0a8cde-9fbf-4d39-83b5-9d5df2f778be/Make-A-Wish-Foundation>