

Wish Coordinator

*Memphis, TN * Program Services 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 7,000 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 Program Services team is committed to fulfilling wishes for every eligible child.

THE ROLE

The Wish Coordinator works with wish families, donors, volunteers, and other departments to grant the wish of every eligible child.

WHERE YOU COME IN

As a Wish Coordinator, you will:

- Coordinate, organize and manage all aspects of the wish granting process – ensuring compliance with the standards of the national and local offices.
- Build strong relationships with the wish families to ensure a positive and impactful wish experience.
- Develop and manage the budget for each assigned wish – adhering to policies for expenses, required documentation and file closing following the completion of a wish.
- Solicit in-kind for wishes and meet quarterly in-kind goals.

WHAT YOU'LL NEED

- Bachelor's degree or equivalent.
- Minimum of 3 years work experience in a related field.
- Proficient in Salesforce and data management preferred.
- Proficient in Microsoft Office suite of programs.
- Able to learn new software programs quickly.
- Demonstrate the ability to focus on details and prioritize multiple tasks and duties – effectively and efficiently.
- Ability to motivate, support and work directly with a diverse constituency.
- Establish and maintain filing systems.

- Bilingual – in Spanish – preferred.

WHAT WE OFFER

- Competitive salary: \$45k
- 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. Applications without a cover letter will not be considered.