

Job Announcement: DIRECTOR OF DEVELOPMENT

POSITION OVERVIEW:

The Director of Development develops and oversees programs to raise funds for Meals on Wheels Ministry, manages organizational projects and strengthens the organization's relationships with its current funders while cultivating new relationships. Working closely with the Executive Director, the Director of Development is responsible for planning, supervising and executing the affiliate's major gifts program and developing complimentary fundraising and donor cultivation strategies.

JOB RESPONSIBILITIES: Works with the Executive Director, staff and Board of Directors to develop a fund development plan for each fiscal year inclusive of the following major components:

Full-Service Development Program: Develop and implement a donor cultivation strategy that enables individuals to provide monetary donations to Meals on Wheels Ministry, Inc. This includes developing fundraising goals that the organization seeks to meet each year. Major activities in addition to major gift solicitations, include the development of an annual campaign, prioritizing prospects, documenting all contacts, determining targeted results, tracking and documenting progress.

Foundation Grants Program: Work with program staff to develop grant applications; oversee prospect research; develop tracking and reporting systems and proposal submissions; cultivate relationships with foundations; manage a calendar of deadlines and grant report submissions.

QUALIFICATIONS:

- Bachelor's degree and/or equivalent combination of education and experience.
- At least five years demonstrated experience in nonprofit fundraising with emphasis on individual major gifts.
- Successful track record of identifying, cultivating, and soliciting individual major donors.
- Exceptional initiative, vision, and ambition to lead a vibrant philanthropy program.
- Strong interpersonal skills and comfort making donor contacts.
- Demonstrated leadership skills and experience in successfully directing others, at all levels of the organization, in carrying out development-related activities
- Creative, results-oriented, self-starting, willing to learn, can handle and prioritize multiple activities and responsibilities, working beyond 8-5 as needed.
- Superb organizational skills flexibility; detail-oriented with strong follow-through and ability to meet tight deadlines.
- Excellent written and verbal communication skills with experience producing successful donor communication and marketing materials.
- Experience in working with advocacy and/or community-based organizations desirable.
- Proficient in Microsoft office suite and fundraising database management.

COMPENSATION & BENEFITS:

Negotiable based on experience.

TO APPLY:

Send a cover letter, resume, three professional references and a short, two-page business writing sample to: **Meals on Wheels Ministry, Inc; Attn: Director of Development Position; P. O. Box 5475 Tyler, Texas 75712** or email to **Mike@mealsonwheelseasttexas.org**. Please put **“Development Director”** in the subject line.