



## **POSITION: Senior Development Director**

### **JOB DESCRIPTION:**

As a critical member of the Executive Director's administrative development team, the Development Director (DD) is a year-round full-time position.

The Development Director is responsible for planning, coordinating, implementing and evaluating fundraising events. Reporting directly to the Executive Director and working with the board, staff and volunteers, this person represents, advances and identifies funding for MOW's mission with a relationship-based approach to fundraising.

The DD is responsible for developing, sustaining, and deepening relationships with constituents on behalf of Meals on Wheels North Central Texas. The DD will manage a portfolio of prospects that include current donors (e.g., individuals, families, foundations, corporations, and the broader community). The objective of all development activities is to help potential supporters understand the ongoing needs of Meals on Wheels North Central Texas.

### **JOB DUTIES & RESPONSIBILITIES:**

- Work directly under the Executive Director's supervision and in conjunction with the Board and its Development Committee
- Develop and execute comprehensive fundraising strategies.
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with Meals on Wheels
- Support the Executive Director's major donor portfolio of 30-50 donors through monthly meetings to review ongoing execution of cultivation strategies and solicitations
- Carry a portfolio of 75-150 mid-to-major-level donors with individual cultivation and solicitation plans
- Prepare and produce all relevant materials, proposals, and correspondence needed for major gift solicitations and grant applications to foundations as directed by Executive Director
- Assist in the organization and implementation of appropriate donor recognition programs
- Assist in the development and implementation of all internal and external communications plans for fundraising initiatives
- Develop, promote and sustain effective relationships with all key constituents and supporters of Meals on Wheels North Central Texas
- Participate in training and staff development, as related to the position
- Recognize the inherent dignity of each client/participant served and preserve his/her right to confidentiality and respect
- As needed, fill in as Logistics relief for home delivered meal service: driving and delivering meals, packing side food items, washing fleet vehicle, and receiving/storing weekly food deliveries. Approximate time estimate: 15-20%
- Participate on assigned team of facility cleaning.
- And other duties when needs arise

### **QUALIFICATIONS:**

- Bachelor's degree with experience in marketing, fundraising or comparable area; advanced degree preferred

- Minimum 5 years of experience in nonprofit development or fundraising
- Proven track record in securing major gifts and managing high-level donor relationships
- Ability to delve into donor motivations and trends for tailored approaches
- Strong communication, organizational and leadership skills
- Proven passion to uphold and support the mission of Meals on Wheels
- Excellent interpersonal skills with demonstrated emotional intelligence and comfortability working with a wide variety of individuals
- Ability to work well both independently and in conjunction with others
- Professional yet approachable in dress and demeanor
- Coachable and open to ongoing professional development
- Clear communicator in written and spoken word
- Prior experience and/or willingness and ability to learn necessary software including CRM Bloomerang
- Excellent organizational skills with the ability to plan and organize multiple tasks, handle detailed work and meet deadlines
- Comfortable working with and addressing culturally and ethnically diverse staff, volunteers, senior adults and community groups

## **PHYSICAL & COGNITIVE DEMANDS**

This position is generally set in a comfortable office environment, however, it may occasionally require outside of office work. It requires seeing, hearing, sitting and walking on a daily basis. It may require bending and lifting 25 pounds on an infrequent basis. Donor/client/volunteer field work may occur during or after business hours and it requires talking, writing, driving in inclement weather, walking on uneven surfaces and standing for upwards of 30 minutes straight, depending on the situation.

## **ABOUT MEALS ON WHEELS NORTH CENTRAL TEXAS**

Meals on Wheels North Central Texas is a community-based organization focused on helping homebound elderly and disabled persons remain independent and healthy in their homes by providing nourishing meals, a friendly visit, and a wellness check.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.