

ANNUAL FUND ASSISTANT

ORGANIZATION SUMMARY

Meals on Wheels Ministry serves a daily meal to nearly 3,000 frail, home-bound senior citizens and disabled persons; covering six counties in East Texas. These meals are prepared fresh at their central kitchen in Tyler TX. Meals are then delivered by compassionate volunteers to eligible persons who cannot provide meals for themselves. Often this is the only meal a client will have each day.

Meals on Wheels Ministry Goals:

- To supply homebound seniors and disabled citizens nutritious meals.
- To abate the loneliness and isolation of elderly and disabled persons by providing daily contact with members of their community.
- To promote the health, safety, and welfare of all elderly and disabled persons in East Texas.

POSITION SUMMARY

The Annual Fund Assistant will be fiscally responsible for individual gifts through direct mail, online giving, social media fundraising, and personal cultivation of smaller donors who contribute to Meals on Wheels. This includes identification, cultivation, and solicitation of new donors and the stewardship of existing donors. The Annual Fund Assistant will share the responsibility for overall departmental goal achievement and is an integral member of the fundraising team. This position is part of a small development team and will require wearing a number of different hats on a daily basis. This is very much a hands-on role. It will require flexibility, good time management, and the ability to juggle competing priorities.

The successful candidate is someone who embraces the challenge of having a variety of fundraising responsibilities and does so with good humor. This is an outward-facing role that will involve some measure of donor contact. The new Annual Fund Assistant must bring energy and insight to their work as the organization begins its next chapter. The successful candidate must be ready to roll up their sleeves on a team dedicated to growth.

REPORTING RELATIONSHIPS

The Annual Fund Assistant will report to the Chief Development Officer.

RESPONSIBILITIES

- Create, organize, and manage the Annual Fund for individual gifts; including multiple annual fund campaigns during the course of the fiscal year;
- Identify, cultivate, and solicit new donors for the Annual Fund;
- Create and maintain systems to improve efficiency and effectiveness of annual fund giving;
- Create and manage a system for securing in-kind donations;
- Oversees timely donor acknowledgements, including thank you letters;

- Work in collaboration with development team to build wide network of support for organization;
- Meet with Chief Development Officer regularly to discuss strategies and opportunities;
- Ability to articulate the mission, vision, and community attributes of organization in language directed to various audiences;
- Ability to effectively describe any organizational project, the cost to accomplish the project, and the expected outcomes for donors and clients;
- Coordinate with the Chief Development Officer to ensure donor recognition;
- Assist in the planning and coordination of both donor cultivation events and donor appreciation events;
- Enter and manage data in Network for Good: gift entry and biographical information;
- Assist in managing the donor recognition structure, the creation of annual brochures and written appeals, the crafting of lead segments for direct mail, and a committed effort to renew previous gifts and cultivate new gifts from individuals;
- Maintain annual fund income reports;
- Provide support for the organization's major gift cultivation and stewardship;
- Assist in managing website material for development and on-line appeals for individual giving;
- Prepare and publish newsletter (twice annually) in collaboration with the CDO and Public Relations & Event Coordinator;
- Prepare and publish Annual Report in collaboration with finance committee, development team, and CDO;
- Maintain donor communication through phone, email, social media, and mail correspondence;
- Performs other related duties as assigned by CDO

QUALIFICATIONS

The successful candidate for the position of Annual Fund Assistant should have:

- Bachelor's degree in business or related field;
- Certified Fund Raising Executive (CFRE) preferred;
- Minimum five (5) years development experience, including annual campaigns;
- Extensive knowledge of fundraising techniques and sources of funding for nonprofit organizations;
- Analytical ability and the ability to assess how more money can be raised smarter;
- Ability to establish and maintain effective working relationships with staff, Board members, volunteers, community groups, and other key stakeholders;
- Knowledge of accessing and managing donor database systems (experience with Network for Good is a plus);
- Experience with and interest in improving processes to add efficiency;
- Ability to perform at a high level in a fast-paced team environment, and manage multiple projects to meet timelines and deadlines;
- Proven success in growing donor relationships and giving;
- Proven fundraising, leadership and consensus building skills;
- Goal-orientated and close attention to detail;
- Excellent written, oral, and interpersonal skills;
- Ability to work some evenings and weekends

SALARY & BENEFITS

Meals on Wheels Ministry offers a competitive salary and benefits package.

LOCATION

This position is located in Tyler, TX and up to 30% of travel time regionally is to be expected.

DIVERSITY AND INCLUSION

The Annual Fund Assistant must have the capacity to listen to the full breadth of the community as it grows and evolves, cultivating a diverse pool of supporters who will have access to different kinds of ideas.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected. Please put your **LAST NAME & Annual Fund Assistant** in the subject line of your email. Send all materials to the attention of Ms. Sunny Byrd at jobs@mowmet.org.