

CHIEF DEVELOPMENT OFFICER

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 Chief Development Officer (CDO) will lead, grow, and expand a regional fundraising program through a combination of major gifts, annual fund, direct response, corporate giving, foundation giving, planned giving, grants, and events. The CDO will direct, guide, and inspire a small fundraising team; while serving as a key connection to a range of internal and external stakeholders. The successful candidate will be an exceptional team-builder with a vision for revenue growth.

The new CDO 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 and lead a team dedicated to growth.

REPORTING RELATIONSHIPS

The Chief Development Officer will report to the Chief Executive Officer.

RESPONSIBILITIES

- Advises the CEO, board members, and staff of current resources, trends, obstacles, and developments in revenue generation and donor relations;
- Establishes and implements short and long-range resource development strategies, goals, objectives, and strategic planning in conjunction with the CEO and Board of Directors;
- Develops, in tandem with the fund development team, finance committee and CEO, the organization's resource budget, monitors team performance on a monthly basis and maintains an on-going forecast for year-end projections;
- Develop and execute a five-year development/fundraising plan;
- Oversee volunteer and staff fundraising activities to support the resource development goals of the organization.

- Activities include individual giving, events, corporate, foundation and government grants, planned giving, and more.
- Current special events including: March for Meals, Annual Banquet, Santa's for Seniors.
- Oversees staff support to Board of Directors, stakeholder groups, and CEO for highest level donor cultivation and solicitation activities;
- Defines metrics and measurements that quantify performance against goals and institutionalizes a system for obtaining and reporting those metrics and measurements for resource development;
- Proactively ensures that the organization develops strong long-term relationships with large scale individual, foundation, and corporate donors. Personally, builds and maintains key relationships to ensure fund development strategy is achieved;
- Ensures establishment of a diverse donor base of individual, corporate, foundation, and public segments;
- Ensures meaningful and effective partnerships with key public and private sector entities to reinforce the Meals on Wheels brand and its impact in the community;
- Develops innovative recognition opportunities, materials, and events for continuity and donor stewardship;
- Oversees grant writer. Responsible for grant strategy and review of all submissions including local, state, and federal grants;
- Responsible for the development of all donor appeal, stewardship, and cultivation materials;
- Assists and supports the fund development team, including the CEO, in donor cultivation and solicitation meetings;
- Manages marketing, public relations and social media activities for organization to ensure consistent brand usage and messaging;
- Implements organization-wide planned giving program that includes identification, evaluation, cultivation, initial solicitation, recognition and stewardship of planned giving prospects and donors;
- Prepare and publish Annual Report in collaboration with finance committee, development team, and CEO;
- Performs other related duties as assigned by CEO

QUALIFICATIONS

The successful candidate for the position of Chief Development Officer should have:

- Bachelor's degree in business or related field;
- Certified Fund Raising Executive (CFRE) preferred;
- Must have 7-10 years direct fundraising experience;
- A minimum of five (5) years of management experience (preferably in a non-profit environment) with at least three (3) years in a senior management capacity;
- Fundraising achievements in major gift cultivation and solicitation (100k+ preferred);
- 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 analyze fundraising activities and benchmark with peer organizations to ensure the organization is on track;
- 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 at creating resource development strategy, increasing financial results, and growing donor relationships and giving;
- Experience building a corporate engagement strategy, especially in a mission-driven organization (preferred).
- 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 50% of travel time regionally is to be expected.

DIVERSITY AND INCLUSION

The Chief Development Officer 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 & Chief Development Officer** in the subject line of your email. Send all materials to the attention of Ms. Sunny Byrd at jobs@mowmet.org.