

GRANT & PLANNED GIVING MANAGER

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 Grant & Planned Giving Manager will primarily be responsible for developing and writing grant proposals to foundations, corporations, state and federal agencies, and other grant-making organizations; and will persuasively communicate the Meals on Wheels Ministry mission to potential funders. The Manager will assemble and submit grant requests, establish and maintain personal contact and relationships with foundation, corporate, local, state, and federal contacts; conduct prospect research, and maintain a calendar of submissions and deadlines. The secondary responsibility will be the development and management of a planned giving program.

The Grant & Planned Giving Manager 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 a role that will involve some measure of donor contact and stakeholder engagement. The new Grant & Planned Giving Manager 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 Grant & Planned Giving Manager will report to the Chief Development Officer.

RESPONSIBILITIES

- Create and maintain systems to improve efficiency and effectiveness of grant process;
- Ability to effectively describe any organizational project, the cost to accomplish the project, and the expected outcomes for donors and clients;

- Perform prospect research on foundations and corporations to uncover prospects for corporate and foundation grants;
- Develop and write grant proposals to foundations, corporations, and other grant-making organizations;
- Assemble and submit grant requests, including letters, proposals, budgets, and presentations;
- Establish and maintain personal contact and relationships with foundation contacts and program officers;
- Ensure prompt acknowledgement of grant awards;
- Prioritize projects to keep them moving in a timely manner, meet deadlines, and manage supplemental material required for proposals;
- Create and manage a branded planned giving program;
- Identify and contact planned giving prospects;
- Offer educational opportunities and materials regarding planned giving for staff and donors;
- Provide stewardship for donors who have announced a commitment to planned giving;
- Draft marketing and communication materials for the planned giving program;
- Generate unique grant and planned giving program reports;
- Work in collaboration with development team to build wide network of support for organization;
- Meet with Chief Development Officer regularly to discuss strategies;
- Ability to articulate the mission, vision, and community attributes of organization in language directed to various audiences;
- Provide writing support for major donor and individual contribution letters and acknowledgements;
- Coordinate with the Chief Development Officer to ensure donor recognition;
- Assist in the planning and coordination of donor cultivation and appreciation events;
- Provide support for the organization's major gift cultivation and stewardship;
- Contribute to Annual Report in collaboration with finance committee, development team, and CDO;
- Performs other related duties as assigned by CDO

QUALIFICATIONS

The successful candidate for the position of Ann Grant & Planned Giving Manager should have:

- Bachelor's degree in business, sales, marketing, or finance;
- Minimum five (5) years grant writing experience;
- Demonstrated ability to write successful grant proposals;
- Proven fundraising, leadership and consensus building skills;
- Extensive knowledge of planned giving and its complexities: estate planning, tax laws, wills, trusts, etc.;
- Ability to research and analyze large groups of data to uncover planned giving prospects;
- 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);
- 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 closing gift agreements;
- Certified Fund Raising Executive (CFRE) preferred;

- 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 20% of travel time regionally is to be expected.

DIVERSITY AND INCLUSION

The Grant & Planned Giving Manager 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 & Grant & Planned Giving** in the subject line of your email. Send all materials to the attention of Ms. Sunny Byrd at jobs@mowmet.org.