

## **Natrona County Meals on Wheels Foundation Development Director Position Description**

**Mission:** Natrona County Meals on Wheels Foundation's Mission is to provide financial support to Meals on Wheels by acquiring and growing long-term funding to sustain Meals on Wheels in perpetuity.

**Position Title:** Development Director

**Position Classification:** Exempt

**Pay Scale:** Full-time, annual salary, with full benefits package, including medical, dental, vision, SEP Retirement Plan, paid accrued vacation days and holidays, and accrued sick leave.

**Position Purpose:**

- Manage and administer all efforts to raise funds for the long-term needs of the Meals on Wheels Foundation under the direction of Foundation Board of Directors.
- Develop and grow a legacy giving program.
- Jointly collaborate with the MOW Executive Director for fundraising events and activities.
- Manage the activities of the Foundation and its Board.

**Supervised By:**

This position reports to and performance is reviewed by the Foundation Board Executive Committee.

This position is responsible for communicating in a mutually cooperative manner with the Meals on Wheels Organization staff and volunteers to ensure success.

This position will follow the policies and procedures of Natrona County Meals on Wheels Employee Handbook, with changes specific to the Foundation indicated.

**Working Hours:**

This position will have a typical work week of 40 hours per week as directed by the Foundation Board Executive Committee. Occasional work on weekends and evenings is expected.

The Development Director is expected to be present and develop relationships in the community. A substantive amount of time will be performed outside of the MOW facility fostering contacts and building relationships with community members to promote donations/legacy giving. An accurate activity log will be maintained to document actions and progress.

### **Approximate time expectations for work activities:**

- Legacy Giving/Major Gifts -- 40%
- Fundraising Activities -- 35%
- Community Outreach and Education -- 15%
- Office Duties and Other -- 10%

### **Required Qualifications:**

- Associate's Degree.
- Three to five years of experience required in an appropriately related field.
- Must be able to exercise discretion and independent judgment with respect to matters of significance.
- Must be able to maintain a high level of confidentiality.
- Must possess the ability to perform duties directly related to the management and general business operations of the Foundation as they relate to funds development.
- Self-starter who has a proven record of working effectively, independently, thinking constructively and creatively in a rapidly changing environment.
- Effective interpersonal skills, ability to work with Foundation and Organization Board members and volunteers, clients, staff and donors.
- Professional appearance and demeanor.
- Excellent communication skills; capacity to express ideas clearly and concisely in speech and writing.
- Ability to present and perform public speaking duties.
- Capacity to develop and maintain productive working relationships in the community and to promote a positive image for Meals on Wheels in the region.
- Experience working in database and presentation software.

### **Preferred Qualifications:**

- Bachelor's Degree.
- Three to five years of experience in a development capacity for a non-governmental agency and/or non-profit organization.
- Knowledge of foundation grants and how to obtain them.
- Experience working in or with a private foundation.
  - Appreciation of the characteristics, needs, and interests of aged and disabled persons.
- Experience in soliciting legacy gifts/major gifts.

## **Duties and Responsibilities:**

- Assist and orient Board members of the Foundation in making contacts with potential donors.
  - Keep donor literature current and relevant.
  - Encourage and assist board members in setting up meetings with potential donors; attend when appropriate.
  - Follow-up on contacts that were made.
- Raise necessary funds for the Foundation portfolio corpus through legacy giving programs, non-governmental grants, fundraising activities in collaboration with Organization Executive Director, direct mail appeals, direct solicitations, and other emerging opportunities.
  - Research, identify and evaluate major potential contributors.
  - Devise plan and schedules for general cultivation of prospective donors.
  - Maintain a database of mailing lists, records, and other development files of current and potential donors.
- Must have, or develop, a solid understanding of gift and estate planning and the vehicles available to incorporate gifts to charities in both.
- Maintain open, mutually respectful relationships with attorneys, bankers, financial planners, and others involved in planning legacy gifts to non-profit organizations. Plan office visits and meal venues to develop relationships with potential donors.
- Engage in community outreach and involvement as it relates to MOW projects and events for the purposes of relationship building.
- Develop and deliver public presentations to various groups and organizations as appropriate.
- Attend all Foundation Board meetings, develop meeting agendas in conjunction with the Foundation Board President, make reminder calls and keep Foundation minutes and records organized and available.
- Attend Foundation committee meetings as necessary. Develop agendas in conjunction with the committee chairs. Make reminder calls, take minutes and keep records organized and readily available if needed.
- Develop Foundation section of MOW newsletter.
- Assist with the Volunteer Recognition Dinner in the spring, assist with Volunteer Barbeque Lunches in the summer, and spearhead the Donor Recognition Event in the fall.
- Perform other duties as assigned by the Foundation Executive Committee.