



MEALS on WHEELS **SAN ANTONIO**

JOB ANNOUNCEMENT: Grant & Major Donor Specialist – Full Time
San Antonio, Texas

Meals on Wheels San Antonio is seeking an experienced Grant & Major Donor Specialist. Responsible to identify, research and apply for grants and corporate funding and supports major gift fundraising. Create and maintain a grant proposal calendar to ensure all submissions and reports are met on a consistent basis. Support stewardship of foundation and corporate donors. Prepare program data reports for Leadership Staff and Board of Trustees. Conduct donor prospect research and identify potential sponsorships. All other duties as assigned by the Chief Development Officer.

Minimum Requirements:

- Bachelor's Degree and two years' experience in Development. Demonstrated success in Grant Writing.
- Excellent time management skills, ability to organize and manage a wide variety of tasks with accuracy and attention to deadlines.
- Ability to engage and communicate effectively in written and oral presentations, and must be comfortable with public speaking.
- Ability to be a strong team player.
- Valid Driver's License, good driving record and applicable insurance coverage required by the company policy.

Job Location: 4306 NW Loop 410, San Antonio, Texas 78229

Meals on Wheels provides many benefits such as paid leave, paid holidays, medical insurance, and retirement.

Meals on Wheels is an Equal Opportunity Employer.

Please submit resumes via e-mail to jacquelinem@mowsatx.org