

Meals on Wheels Job Description

Job Title:	Grant and Major Donor Specialist	Job Category:	Non-Exempt
Department/Group:	Donor Relations	Position Type:	Full-time
Location:		Class:	

Job Description

General Role and Function:

Reports to the Chief Development Officer. Works with the CDO to identify, research and apply for grant and corporate funding, and supports major gift fundraising.

Key Tasks and Responsibilities:

- Research, write, and submit grant proposals to foundations and area corporations.
- 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.
- Gather, maintain and record program data organization-wide.
- Prepare program data reports for Leadership Staff and Board of Trustees.
- Conduct donor prospect research and identify potential sponsorships.
- Provide support in the prospect research, solicitation and stewardship of major individual donors.
- Support any special projects and promotional events that highlight the services provided by the organization.
- Serve as a liaison between the organization and the community in the absence of the CDO, or as needed by conducting tours and presentations and attending other social events as a representative of the organization.
- Assist with entering data, and maintain records of contributions made to the organization.
- Assist in mailing out statements, thank you letters, newsletters, and all other special mail projects associated with obtaining donations as needed.
- Provide general information and answers to questions regarding the organization, programs, and processes.
- Perform other clerical duties as needed such as, filing, copying and collating, and data entry for the Development department.
- Other duties as assigned by the CDO.

Qualifications and Education Requirements:

- Bachelor's Degree and two years of 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 be a strong team player and function in a crisis.
- Ability to engage and communicate effectively in written and oral presentations, and must be comfortable with public speaking.
- Intermediate computer skills to include Microsoft Office products and Outlook. Experience with fundraising database is desirable.
- Valid Driver's License, good driving record and applicable insurance coverage required by the company policy.
- Must have a clean criminal background check. No crimes against other persons or property.

Physical requirements:

- Have mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- Able to work at a desk and computer screen for extended periods of time; anticipated that the person may spend several hours of each day seated at a computer.

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- Able to attend meetings and/or pick up items for special events at various locations within and away from the City.
- Works in a stressful environment dealing with a wide variety of challenges, deadlines, and diverse employee population.
- Able to occasionally lift up to twenty five (25) pounds as necessary for special events.

Employee Signature:		Date:	
Supervisor/Manager Signature:		Date:	