



Meals on Wheels and Senior Outreach Services

1300 Civic Drive, Walnut Creek, CA 94596 925-937-8311 fax 925-946-1869 info@mowsos.org www.mowsos.org


Meals on Wheels


C.C. Cafés


Care Management


Fall Prevention


Home Care Referral


Friendly Visitors

Donor Relations Manager

1/16

Position Description

The Donor Relations Manager works closely with the Chief Executive Officer and the fundraising and communication teams to create and implement all aspects of the individual donor program, including the Annual and Planned Giving programs and the Corporate Donor program. This includes mail and social media campaigns, design and production of various print materials, acknowledgements, and personal calls.

The position also requires coordination of events, meetings, programs, and other elements designed to enhance positive relations with all donors.

This is a full-time position, Monday-Friday, requiring some evening and weekend meetings, and is primarily located in the Walnut Creek office. The position includes multiple in-person meetings with donors and potential donors.

Duties and Responsibilities

- Provide strategic direction of all campaigns and activities related to Annual and Planned Giving support.
- Create and execute a Corporate Donor program.
- Work closely with C.E.O. to establish long-term goals and objectives for each contribution category.
- Research and analyze individual donors and prospects in order to develop strategies for gift growth or acquisition.
- Serve as primary contact for individual donors at the \$500+ annual level, as well as Planned Gift donors and Corporate Donors.
- Develop clear lines of communication with all staff and volunteers.
- Develop and oversee a timely and relevant gift acknowledgement program.
- Design and implement donor appreciation and cultivation events and activities.
- Monitor all revenue and expenses related to the Annual, Planned Giving, and Corporate Donor programs.
- Assist with additional tasks as needed.

BOARD OF DIRECTORS

John Judd
Chairperson

Cathie Ramie
Vice Chairperson

Lauren Smykowski
Secretary

Christine Scimia
Treasurer

Gabrielle Comfoltey

Dr. Eric Freitag

Emily Hopkins

Dr. David Levien

Arlene Phillips

Linda J. Weihofen

Meals on Wheels and Senior Outreach Services is a nonprofit 501(c)(3) organization (IRS #68-0044205).



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Required Knowledge, Skills and Abilities

- Minimum 2 years of successful experience in donor development including donor research, cultivation, and the “ask.”
- Exceptional organizational and communication skills.
- Ability and confidence to interact with varied constituents.
- A self-motivated team-player who can energize and lead both staff and volunteers.
- Dedication, flexibility, attention to detail, and creativity a must.
- In-depth knowledge of donor/constituent software as a cultivation tool.
- High comfort level with ambiguity and evolving institutional priorities.
- Interpersonal skills such that one can meet goals and objectives while fostering positive employee relationships and good team and organizational morale.
- Excellent written communication skills.
- Knowledge of Microsoft Office products including Word, Excel, and PowerPoint and Outlook.

Compensation

- Salary is commensurate with experience, range: \$50,000 - \$60,000 annually.
- Benefits: Healthcare contribution, 401K, Paid Time Off, Holidays.

Interested, Qualified Candidates

Send cover letter and resume to:

Elaine Clark
Chief Executive Officer
Meals on Wheels and Senior Outreach Services
1300 Civic Drive
Walnut Creek, CA 94596
eclark@mowsos.org

Meals on Wheels and Senior Outreach Services is an equal opportunity employer.

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