



Development Manager, Special Events and Corporate Relations

Ypsilanti Meals on Wheels (YMOW) promotes the general welfare and enhances the quality of life of older adults in our community by identifying, developing and providing culturally sensitive nutrition services and related in-home support.

We are seeking a passionate and driven professional with a strong desire to help us meet a growing demand for services and support for seniors.

This newly created position, under the guidance of the Executive Director, will be responsible for developing and implementing a plan to increase donor cultivation, giving and special event fundraisers.

The ideal candidate will have experience with annual giving, event management, corporate sponsorships, major gifts and database management and analysis. We are looking for an optimistic fundraiser with broad general experience who is a life-long learner.

Essential Job Functions

Annual Fund Development

- Responsible for overseeing all functions of donor database (DonorPro/Salsa CRM) management.
- Oversees timely donor thank-you letters and acknowledgements.
- Manages a comprehensive donor program designed to broaden the donor base and increase overall participation and financial support for YMOW.
- Oversees all annual fundraising programs including: direct mail, seasonal appeals and electronic requests.
- Conducts major gift prospect research with a focus on increasing annual gifts.
- Establishes fundraising goals, objectives, strategies, schedules, and analysis of results for each element of the annual giving programs.
- Refines and executes the five-year development plan.
- Analyzes data regarding the development programs and past giving trends to provide analyses of program results and a plan for future segmentation.

Special Events

- Manages the overall planning, organization, budgeting and implementation of fundraising events.
- Coordinates scheduling of the staff, board, volunteers and contractors.
- Solicits and secures sponsorships, in-kind donations and restaurant/beverage partners.
- Oversees event set-up, execution and teardown.

- Completes post-event financial reports, pays vendors, conducts wrap-up meetings and sends thank-you letters to event supporters, committee members, etc.
- Researches events at other Meals on Wheels and other organizations to create new fundraising opportunities.

Corporate Relationship Management

- Implements plans to increase donors who take advantage of corporate matching gift programs.
- Fosters existing partnerships and increases existing event sponsorships.
- Aggressively and strategically recruits new corporate partners for special events, meal delivery day sponsorships and friendly visit programs.
- Schedules corporate volunteer meal delivery days in conjunction with the Volunteer Coordinator.

Competencies and Attributes

- Bachelor's degree in events management, marketing, public relations, communications, philanthropic studies or a similar field.
- Five years of event planning experience.
- Experience working with volunteer committees.
- High degree of professionalism, excellent verbal and written communication and public speaking skills.
- A team player who possesses strong time management skills, is detail-oriented and able to manage multiple projects.
- Excellent reasoning, decision-making, and problem-solving skills as well as persuasion and recruiting skills.
- Must exhibit initiative and teamwork.
- Knowledge of Microsoft Office, Word and Excel.
- Caring and compassionate individual with a desire to support seniors.
- Valid driver's license required.

Job-Type: Full-time, salaried position

Regular work schedule may include evenings, weekends and early mornings (weekday schedule adjusted accordingly). Work environment is generally comfortable and most work is indoors, although the position may require work outdoors with exposure to seasonal weather conditions for special events, meal delivery, etc.

Physical Requirements

Must be able to perform the principle duties of the job. Requires moderate physical effort on a daily basis such as walking, bending, stooping and standing for extended periods of time. Must be able to use a computer and telephone; communicate with employees, candidates, vendors and volunteers; and use sound reasoning in making decisions. Must be able to lift and move 40 pounds.

Compensation: Commensurate with experience.

Employee personal benefits, covered completely by YMOW, include: Medical and dental benefits, short-term and long-term disability coverage (for the employee only).

Other benefits: 401k with up to 3% matching, stipend for cell phone, paid holidays and vacation time.

To apply: Email us at info@ymow.org In the subject line please include: Development Manager submission. Applications to the job posting should include a resume and cover letter for consideration. Writing samples are optional.

Accepting resumes starting January 4, 2019 and the position will be open till filled. Initial phone and in-person interviews to start between January 18th – 25th.