



## **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 position, under the guidance of the President and CEO, will be responsible for refining and implementing a plan to increase donor cultivation, grant writing, giving and special event fundraisers.

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

### **Annual Fund Development**

- Responsible for overseeing all functions of donor database (DonorPro/Salsa CRM) management, assuring that an accurate donor database is maintained.
- Oversees timely donor thank-you letters and acknowledgements.
- Oversees 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 campaigns, seasonal appeals and electronic requests.
- Major gift prospect research including current donors; Identifying annual fund donors and prospects with a focus on increasing annual gifts.
- Employs move management strategies when engaging with donors.
- Manages fundraising goals, objectives, strategies, schedules, and analysis of results for each element of the annual giving programs. Refine and execute a five-year development plan.
- Analyze data regarding the development programs and past giving trends to provide analyses of program results and to plan for future segmentation.

### **Special Events**

- Manages the overall planning, organization and budgeting for fundraising events from pre-event to post-event.
- Oversees the YMOW Fundraising and Events Committee to assist with fundraising and event planning.

- Pre-event support will include writing event plans, creating and maintaining budgets, scheduling and coordinating activities of the staff, board, volunteers and contractors.
- Soliciting and securing sponsorships, in-kind donations, and restaurant/beverage partners.
- Oversees event set-up, execution and teardown.
- Troubleshoots, challenges and resolves problems.
- Post-event support including financial reports, paying vendors, conducting wrap-up meetings, and sending out thank-you letters to event supporters, committee members, etc.
- Research events at other Meals on Wheels organizations and nonprofits to enhance events and create new fundraising events as appropriate.

### **Corporate Relationship Management**

- Implements plans to increase the percentage of donors who take advantage of corporate matching gift programs.
- Fosters existing partnerships and increases existing event sponsorships with corporate supporters.
- Strategically recruits new corporate partners for special events, meal delivery sponsorships and new projects.
- Schedules corporate volunteer meal delivery days in conjunction with the Volunteer Manager.

### **Grant writing**

- Supports the writing and overall management of the cross-functional grants process for programs of the organization, including prospecting, applying, and reporting in partnership with the Communications & Grants Manager and CEO.

### **Competencies and Attributes**

- Bachelor's Degree in events management, marketing, public relations, communications, philanthropic studies, nonprofit management, or a similar field.
- Three years of experience in events, fundraising or development in nonprofit, higher education, or in the arts.
- Experience working with volunteer committees.
- High degree of professionalism, excellent verbal and written communication and public speaking skills.
- Very organized, strong time management skills, detail-oriented, able to manage multiple priorities concurrently.
- Excellent reasoning, decision-making, and problem-solving skills as well as persuasion and recruiting skills.

- Must exhibit initiative and teamwork.
- Familiarity with the Ypsilanti and Michigan area.
- Knowledge of Microsoft Office, Word and Excel.
- Valid driver's license required

*The requirements listed in the job description are guidelines, not hard and fast rules. You don't have to satisfy every requirement or meet every qualification listed. If your skills are transferable and you are in the ballpark with the competencies and attributes we encourage you to apply. Applying gives you the opportunity to be considered.*

### **Job-Type: Full-time, Salaried position (Hybrid)**

Regular work schedule may include occasional weekends or evenings for events or board meetings (If weekends or an alternative schedule is worked then the weekday schedule will be adjusted accordingly). The 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.

Currently, the work schedule is a hybrid with the ability to work from home at least three days a week.

### **Physical Requirements**

Must be able to perform the principal 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 reasoning and calculation skills and make decisions. Must be able to lift and move 40 pounds.

**Compensation range: \$50,000 - \$65,000** based on experience and qualifications

**Employee personal benefits, covered completely by YMOW, include:** short-term and long-term disability coverage, dental & vision coverage, and medical benefits for the employee covered 100% by the organization.

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

To apply, please email us at [info@ymow.org](mailto:info@ymow.org).

In the subject line, please include: Development Manager submission

Submissions to the job posting should include: A resume. Cover letter and writing sample are optional.

**Accepting resumes beginning Monday, Sept. 26, 2022**