



DEVELOPMENT DIRECTOR

[Ypsilanti Meals on Wheels](#) (YMOW) has recently celebrated 50 years of providing nutritious meals, social contact, aging-in-place supports and other services to the homebound, ill and disabled older adult neighbors in eastern Washtenaw County, to enable them to enjoy healthier, safer, and more independent lives. Our organization is in an exciting time, and this is an incredible growth opportunity!

YMOW is a mission-driven organization with a warm, team-oriented culture grounded in compassion, grit, and a can-do spirit. While our environment is informal and supportive, we value clear processes, shared accountability, and collaborative problem-solving to ensure we deliver the highest quality of service to our community.

This is a full-time, exempt position with access to a comprehensive benefits package including medical, dental and vision; paid vacation, sick days and holidays; 403b retirement plan, and short-term disability coverage. The salary range for this position is **\$90,000-\$105,000**.

The primary work location is YMOW's office. Occasional evening or weekend hours are required. We support flexible, remote work options based on job duties and departmental needs. Our approach emphasizes clear communication, accountability, and collaboration while allowing for occasional remote work in alignment with organizational priorities.

We recognize that candidates bring the full richness of their experiences to their work. Your qualifications may come from paid employment, volunteer service, projects in other fields, or life experiences that have helped you develop the skills and knowledge needed for this role. We value diverse perspectives and encourage applications from individuals with a collaborative spirit and a commitment to community. We look forward to learning more about you.

PRIMARY RESPONSIBILITIES

Leadership and Collaboration

- Reporting to the CEO, provide counsel on development and fundraising strategies
- Participate as an essential member of the leadership team
- Assist in translating YMOW's mission, vision and strategic plan into clear and compelling fundraising messaging and strategy
- Mentor and supervise the performance of a part-time Development
- AssociateParticipate in identification, recruitment, and stewardship of Development and Marketing Committee members and ensure their effective engagement
- Report on ROI and projection of development activities regularly to the CEO, and monthly to the Board of Directors
- Partner with the YMOW Grant Manager with research, proposal writing, and reporting requirements

Fundraising and Stewardship

- Lead strategy for increasing fundraising revenue supporting short- and long-term goals
- Expand and refine the major gifts program, with direct responsibilities for identifying, cultivating, soliciting, and stewarding donors capable of contributing at an annual level of \$1,000 and above

- Expand the planned giving program, with a focus on deferred gifts such as bequests
- Maintain a portfolio of donor prospects along with engagement plans for each
- Grow and maintain donor relationships by arranging and participating in meetings with current and prospective donors and supporters on a continual basis
- Enhance and grow gift recognition programs
- Coordinate events and other major fundraising drives
- Oversight of up-to-date and accurate database (GiveSmart)
- Coordinate creation of materials to support fundraising activities

Planning, Assessment, and Budgeting

- Participate in the ongoing strategic planning process, working with the CEO to plan, implement and monitor strategies, goals and tasks
- Collect, analyze and interpret fundraising-related data and formulate recommendations and develop strategies based on data and constituent feedback
- Develop, manage, and monitor the annual fundraising budget, as well as budgets for campaigns and special fundraising initiatives
- Plan the annual engagement and event calendar

Communications

- Work with committee members, and the CEO to prepare and implement an annual marketing and communication strategy aligning with the fund development plan, mission and brand standards
- Manage brand assets, ensuring consistency across all platforms and materials
- Maintain and enhance the YMOW brand; facilitate graphic designs for print and digital use
- Provide oversight of external communications including coordination, production and distribution of materials such as mailings, social media and digital content.

QUALIFICATIONS

- Minimum of 3-5 years of professional fundraising experience in not-for-profit settings, including demonstrated success across a broad range of fundraising activities
- Collaborative, team-oriented personality and approach to professional responsibilities
- Demonstrated ability to formulate plans, develop and implement programs, and evaluate the success of these initiatives
- Demonstrated ability to collect, analyze and interpret data; create reports; and communicate results and recommendations
- Highly effective and engaging communication, presentation, and interpersonal skills
- Excellent writing, analytical and problem-solving skills
- Proficiency in fundraising database software and Microsoft products