



Meals on Wheels Orange County, NC

Position: Development Director

Hours: Full Time (40 hours/week)

Salary: \$70,000 (+ QSEHRA (\$200/month) and IRA Match (up to 3%))

The Development Director is responsible for raising the philanthropic revenue that sustains MOWOCNC's mission by developing, implementing and evaluating board approved strategies to secure support from individuals, corporations, faith- and community-based organizations, and foundations and will be a key strategist for all fundraising efforts, including events. This role is central to MOWOCNC's continued growth and community impact.

The Development Director will report to the Executive Director and will manage, in conjunction with the Development Chair, a Development Committee to help develop, implement and evaluate MOWOCNC's fundraising.

This is a visible and collaborative role requiring strong strategic and operational capabilities, excellent interpersonal skills, and a deep commitment to the mission and team at MOWOCNC.

Responsibilities

Development

- Create, execute, track, and evaluate MOWOCNC's annual fundraising plan.
- Secure financial support and develop and maintain ongoing relationships with major and other individual donors, as well as foundations, congregations, corporations and other potential giving partners.
- Design and implement a donor retention plan segmented by giving level (lapsed, mid-level, and major donors), ensuring consistent stewardship touchpoints and upgrade pathways.
- Identify, research, cultivate, solicit, and steward donors through portfolio management, including a disciplined donor meeting rhythm.
- Support the Executive Director in all development efforts through relationship building, outreach, scheduling, etc.
- Manage a personal portfolio of donors, executing direct face-to-face solicitations and champion the monthly giving program.
- Maintain effective working relationships with the staff, board, volunteers and development committee and manage, in conjunction with a Development Chair, a development committee to help plan, implement and evaluate development efforts.

Events

- Partner with volunteers, board and staff to develop revenue strategy, goals and donor engagement for fundraising and cultivation events.
- Plan and implement annual fundraising events, including but not limited to, Dining for Others annual event, Mother's Day Flowers and Paws & Pints.
- Co-lead the 50th anniversary fundraising and engagement strategy (audiences, sponsorships, donor engagement, calendar, storytelling and visibility milestones).

Grants

- Research new grant and funding opportunities and help complete and track grant proposals and reports.
- Manage the grants calendar and maintain a centralized library of grant language.
- Working in conjunction with the Executive Director, cultivate, solicit and steward private foundation support.

Marketing/Communications

- Serve as a visible, informed ambassador for MOWOCNC in the community.
- Oversee creation and distribution of promotional and/or fundraising materials and/or other forms of media to support development efforts, including, but not limited to, case for support, messaging, annual appeal letters, annual reports, donor newsletters, promotional spots on radio, TV or in print, and social media.
- Work collaboratively with MOWOCNC staff to highlight/promote the work of MOWOCNC and raise awareness of the impact of donor giving on MOWOCNC recipients and throughout the community.

Operations/Data

- Manage the Network for Good donor database
- Track and utilize data to make data driven decisions regarding fundraising strategies.
- Partner with leadership on policies and procedures for donor and gift management; ensure compliance with relevant laws and professional standards.

Qualifications

- Bachelor's Degree (marketing, communications, business, nonprofit management or related) and 5-10 years of nonprofit development experience with demonstrated success in annual fund, mid-level/major gifts, corporate sponsorships and private grants.
- Proven ability to build and manage a donor portfolio, conduct purposeful meetings, and close gifts.
- Strong written and verbal communication skills, comfortable speaking publicly and coaching staff/volunteers for donor engagement.
- Demonstrated commitment to inclusive, strengths-based storytelling and donor privacy; alignment with ethical fundraising practices.
- Excellent organizational and project management skills; able to juggle competing priorities with calm, timely, follow-through.

- Proficiency in CRM/database systems (Network for Good), Office 365/Google Workspace; familiarity with mapping development reports to Quickbooks is a plus.
- Collaborative, community-minded teammate with high emotional intelligence, humility and a growth mindset.
- Mission-Driven and deeply committed to enriching the lives of older adults through meal delivery and personal connection.

How to apply:

Please send the following materials by email to apply@mowocnc.org and include your first initial and last name in the subject line, along with the position Development Director.

1. Letter of Interest
2. Resume
3. Phone and email contact for three (3) professional references

Meals on Wheels of Orange County, NC is an Equal Opportunity Employer. It is the policy of the Meals on Wheels of Orange County, NC to prohibit unlawful discrimination against any employee or applicant for employment based on race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, veteran status, or genetic information.

Application review will begin November 10, 2025.

Incomplete applications will NOT be considered. No calls please.