



## MEALS ON WHEELS SAN DIEGO COUNTY JOB DESCRIPTION

**JOB TITLE:** Director of Philanthropy

**REPORTS TO:** Chief External Affairs Officer (CXO)

**FLSA STATUS:** Full-Time Exempt

**DIVISION:** External Affairs/Development

**Work Location:** Onsite with option to work 1 day per week from home

**SALARY:** \$85,000-\$95,000/year

### WHO WE ARE:

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In 1960, Meals on Wheels San Diego County was established by a few local women who saw a need in their community and decided to deliver meals to their elderly neighbors. Fast forward to 2023, and Meals on Wheels now uses technology platforms and mobile applications to track and monitor the total health, safety, and well-being of program participants throughout the region. In the last year, nearly 650,000 meals were served by over 3,000 volunteers, who not only delivered nutritious meals but provided safety checks for local homebound seniors. Our deliveries equate to over 331,000 individual touches to homebound seniors in just one year in San Diego County.

Meals on Wheels San Diego County is a nonprofit organization with an annual operating budget of \$8.7M and a team of 97 staff members. It is the only agency covering the entire county, providing meals to homebound seniors for 7 days a week, 365 days per year. Frequently, its volunteers may be the only person the senior sees all day, providing human contact and a safety net, particularly for those seniors living alone. Lives are saved nearly every week as a result of alerting emergency personnel for someone who has fallen, had a stroke, or is simply in need of additional supportive services. Meals on Wheels plays a vital role in allowing our senior population to age in place, enjoying the comforts of their own home.

Meals on Wheels San Diego County provides a competitive benefits package that includes healthcare insurance, dental and vision plans, and a 401K matching program and supports employee development and job promotion. Please visit: [www.meals-on-wheels.org](http://www.meals-on-wheels.org) to learn more about our organization and programs.

### SUMMARY:

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Under the supervision of the Chief External Affairs Officer, the Director of Philanthropy will be responsible for the success of our Annual Fund Campaign. The position requires interaction with a broad range of internal and external stakeholders and plays a key role in the support of the organization's mission. This dynamic position encompasses a range of responsibilities, from donor calls and visits to overseeing the management of our donor database. The candidate must be energetic, adaptable to the changing needs of the organization, eager to take on new roles and responsibilities, organized, solution-oriented, and thrive in a collaborative setting. The candidate must demonstrate a high degree of professionalism, confidentiality, and sensitivity in all communications.

## DUTIES & RESPONSIBILITIES:

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- Increase donor revenue for Annual Fund through face-to-face interactions, communications, events, and tours
- Manage TrueSense (acquisition mail house) relationship. Track success and make recommendations
- Oversee data integrity and database management
- Supervise Gift Processing Specialist
- Create mailers and campaigns to engage donors. Work with Gift Processing Specialist to ensure the mailing lists are accurate and complete
- Use segmentation techniques to engage appropriately with donors
- Engage Board once per year in thank you letter/call campaign to President's Council and Champion's Circle
- Make regular calls to higher level donors, setting up appointments with CXO and CEO for highest levels
- Obtain contact and demographic data from donors
- Prepare correspondence for our Champion's Circle
- Create opportunities for donors and other funders to tour our facilities and meet the team.
- Attend Chamber events or other mixers for networking
- Visit one drop site per month to meet volunteers and thank them for their service. Do regular ride-alongs to gather stories and strengthen connections.
- Attend all events and functions and assist with planning, as needed.

## QUALIFICATIONS:

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- Bachelor's Degree
- At least 5 years of fundraising experience.
- Expertise with Blackbaud/NXT donor database.
- Proficiency in Microsoft Office Suite, Outlook, Adobe, Teams, SharePoint, and ability to adapt to new technologies.
- Experience with cloud-based applications (i.e., Microsoft One Drive) and proficient in Zoom and Teams.
- Knowledge of common office equipment, including copiers, and scanners.
- Demonstrate ability to take initiative and contribute to the goals of a growing organization.
- Proven self-starter with high degree of integrity, dependability, resourcefulness, with a strong work ethic.
- People-focused with a professional phone manner and ability to interact professionally with staff, clients, volunteers, guests, board members, and donors.
- Team-player with ability to work well with others, take direction, and fulfill responsibilities under fast-paced office environment with minimal direct supervision.
- Ability to cope under pressure and with emergency situations.

## REQUIREMENTS:

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- Language(s): English
- Pre-Screening: Clean background check
- MOWSDC requires its colleagues to be fully vaccinated against COVID-19 (including any booster shots if required), where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated

**Note:** *This position is considered "Exempt" by the Fair Labor Standards Act. This organization reserves the right to revise or change duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. Meals on Wheels San Diego County is an "at-will" employer. Criminal background check, fingerprinting, and bonding are required.*