



## JOB DESCRIPTION

**JOB TITLE:** Fundraising Coordinator

**REPORTS TO:** Associate Director of Grants

**FLSA STATUS:** Non-Exempt, Full-Time

**DIVISION:** Development

**HOURLY:** \$22.00 – \$24.00 per hour, based on experience

**LOCATION:** Kitchen & Senior Innovation Hub, 9590 Chesapeake Drive (Onsite Full-Time)

### SUMMARY:

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We are looking for a dynamic individual who is a self-starter with an entrepreneurial mindset, possesses excellent organizational skills, and can adapt to the organization's evolving needs while managing multiple priorities. The ideal candidate is enthusiastic about taking on new roles and responsibilities, approaches challenges with a solution-oriented mindset, and excels in a collaborative environment.

The role involves versatile responsibilities to contribute to the success of Meals on Wheels, with approximately 45% of time dedicated to our campaign to raise funds for its new Senior Innovation Hub and Kitchen, 45% to grants research, writing, and reporting, and 10% to general administrative duties for the department.

With a strong emphasis on detail-oriented tasks, the Fundraising Coordinator ensures effective communication with donors, volunteers, and internal staff, playing a key role in the overall success of the capital campaign and grant management. This is a full-time position reporting to the Associate Director of Grants and involves close collaboration with the Chief External Affairs Officer and others, playing a vital role in the success of our department.

### DUTIES & RESPONSIBILITIES:

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- Contribute to grant-related activities by researching funding opportunities, conducting feasibility analyses, preparing proposals and reports, sending acknowledgment letters, maintaining grant files, and performing data entry into the organization's database. Coordinate meetings by handling logistics, preparing materials, and ensuring timely follow-up.
- For the capital campaign, maintain an accurate and up-to-date roster of prospects, donors, and capital campaign volunteers. Answer and initiate phone calls and emails for the campaign as necessary.



- Schedule and coordinate meetings with prospective major donors, including room arrangements, refreshments, announcements, RSVP tracking, and meeting materials. Follow up on action items, promptly ensuring donors receive promised materials or actions. Record notes and action items from major donor meetings into the donor database.
- Assist with event planning and organization, such as developing invitation lists, tracking RSVPs, sending invitations, and managing event logistics and budget for the capital campaign.
- Maintain an updated list of naming opportunities for the capital campaign.
- Support the development and external affairs department by handling various administrative tasks, including coordinating vendor payments and undertaking other assigned projects.
- Support the compilation of departmental agendas, note-taking, and distribution of meeting materials.
- Undertake other tasks & projects as assigned.

#### **QUALIFICATIONS:**

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The ideal candidate will have the following:

- This role requires an exceptional level of organizational and time management skills.
- 1-3+ years of project management experience.
- Experience in the nonprofit sector.
- Strong team player who can collaborate effectively, take direction, and fulfill responsibilities in a fast-paced office environment.
- People-focused with a professional demeanor, adept at interacting with staff, volunteers, and other external stakeholders.
- Tech and design skills: Proficient in Microsoft Word, Excel, Canva, Google Docs/Sheets.
- Highly effective in building and cultivating relationships.
- Strong attention to detail, accuracy, dependability, and thoughtfulness in all tasks.
- Proven track record of excellent communication skills, both written and verbal.
- Proactive attitude to exceed expectations and take initiative with an entrepreneurial spirit.



- Unwavering commitment and passion for Meals on Wheels' mission.
- Enthusiastic desire and self-motivation for mastery, even in minor tasks (quick learner).
- Ability to handle multiple projects simultaneously, demonstrating adaptability and strong prioritization, organization, and time management skills.

## REQUIREMENTS:

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Standard office environment. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have a valid California driver's license. Physical requirements include standing, sitting, typing, bending, and lifting to approximately 35 lbs. The noise level in the work environment is moderate. Must have reliable transportation.

*Successful candidates for this position will be subject to a background check as a condition of employment.*

## SUMMARY OF BENEFITS:

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- 160 hours of Paid Time Off (PTO) Annually - subject to the MOWSD PTO policy
- 11 Paid Holidays Annually
- Medical Insurance - Choice of 4 HMO plans+ 2 PPO through Meals on Wheels Group Plan
- Dental Coverage & Vision Coverage
- Life, Long-Term Disability (LTD), Employee Assistance Program (EAP)
- Flexible Spending Account
- 401 (k) plan, including up to 3% employer matching contribution.

## TO APPLY:

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Please send your cover letter and resume to the Human Resources Coordinator at [humanresources@meals-on-wheels.org](mailto:humanresources@meals-on-wheels.org). Applications will not be considered complete without both.

**Note:** *This position is considered "NON- 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 at "at-will" employer. Criminal background checks, fingerprinting, and bonding are required.*