

Position Description: Development and Campaign Assistant, full time

Reports to: MOW Communications Director

Basic Purpose of the Position:

Under the supervision of the Executive Director and Communications Director, the Development and Campaign Assistant provides administrative support for the planning, organization, and implementation of Meals on Wheels' donor activities as well as the **Fuel the Future Campaign**, a multi-year endowment campaign scheduled to run through December, 2025.

Essential Duties & Responsibilities:

Development Assistant

- Expand the impact of and provide support to Meals on Wheels' development activities.
- Provide general support for all fundraising events, including but not limited to:
 - Record mailed and online contributions in Basic Funder (donor database) daily and provide necessary information to the Financial Manager for deposit.
 - Maintain accurate and updated donor data.
 - Prepare and mail acknowledgement letters in a timely manner, working with the Executive Director, Board, and Campaign Cabinet to customize and sign letters.
- General administrative duties relative to all development functions:
 - Prepare mailing lists and coordinate mailing for appeals, newsletters, special events
 - Prepare and produce statistical data for annual fund and campaign reports
 - Prepare informational materials for donor meetings
 - Monitor development supplies for mailings and correspondence

Endowment Campaign Committee / Campaign Support

- Support to the ED & Communications Director with coordination of campaign planning and implementation. Responsibilities include budget tracking, expense reporting, meeting coordination, proactive calendar management, gift processing (Basic Funder data input and report generation), and file organization / optimization.
- Prepare and track campaign materials and correspondence, including tracking of solicitations, gifts and pledges, and volunteer activities. Provide minutes of all campaign meetings for tracking purposes.
- Send weekly reports to volunteers as needed.
- Assist with facilitating Campaign Committee meetings, including date and location scheduling, IT setup when necessary, attendance, agenda and materials preparation, and taking action-oriented meeting notes.
- Document task assignments, track prospects, and maintain timelines. Follow up to ensure completion of committee action items.
- Assist with donor correspondence and gift acknowledgements, special mailings, preparation of donor packets and proposals, and creation of reports and presentations.

Prospect Research

- Conduct prospect research in support of the campaign as requested by the ED / committee.
- Utilize internet and subscription research tools / resources to locate, analyze and interpret financial capacity and propensity.

Nourish the Need Fuel the Future

- Maintain Basic Funder (donor management) database specific to prospect research.
- Produce donor profiles as a part of solicitation planning.

Events Coordination

- Assist with campaign-related events, including developing guest lists, sending invitations, tracking RSVPs, and event execution.

Qualifications:

- Meticulously detail-oriented
- Comfortable with Microsoft, Google products, internet research
- Strong 'people skills', excellent communication and time management skills
- Flexibility and ability to navigate participating in different team environments
- Discretion and sensitivity in handling and safeguarding confidential information

Schedule & Compensation:

- Varies with events and meetings, average 30-32 hours per week; some early morning (meetings) and evening / weekend (events) hours with advance notice
- \$18 - \$24 per hour, based on experience

For More Information, please contact: Becky Tweedy, Director of Communications:
info@mealslynchburg.org