

DEVELOPMENT ASSISTANT

POSITION POSTING



Full-time Position | April 2025

Meals on Wheels of Greater Lynchburg addresses hunger, isolation, and the unique needs of homebound individuals in our community. Driven by compassionate volunteers, we strengthen our community by delivering hot, nutritious meals, friendly visits, and safety checks—empowering people to live valued, independent lives at home. We proudly serve people of all ages and incomes without relying on state or federal funding for our meal programs.

POSITION OVERVIEW

The Development Assistant provides comprehensive support to our fundraising and development team, playing a crucial role in our mission to serve the homebound. This position works directly with the Executive Director and Communications & Outreach Director to advance donor relations, manage campaigns, coordinate events, and maintain our donor database systems. The ideal candidate is a detail-oriented professional who thrives in a collaborative environment while being able to work independently. If you're passionate about making a difference in your community and have strong organizational and communication skills, we want you on our team!

KEY QUALIFICATIONS

- Bachelor's degree preferred with 1-3 years of experience in development, administrative support, project management, or event coordination
- Nonprofit experience a plus
- Meticulous attention to detail and excellent organizational abilities
- Strong writing, grammar, and communication skills
- Proficiency in Microsoft Office Suite and Google products
- Experience with donor management software and MailChimp preferred
- Ability to maintain confidentiality with sensitive information
- Strong relationship-building skills with diverse stakeholders
- Excellent time management and ability to handle multiple priorities
- Passion for our mission to serve homebound individuals

PRIMARY RESPONSIBILITIES

Donor Database Management

- Maintain accurate and up-to-date donor records in our database system
- Process, record, and acknowledge all contributions
- Manage electronic and printed mailing lists; coordinate mailings for appeals, newsletters, and events
- Supervise and help improve online donor portal

Campaign Support & Stewardship

- Support leadership with ongoing campaign efforts, including meeting coordination and calendar management
- Prepare and track campaign materials, solicitations, gifts, and pledges
- Provide administrative support to Campaign Cabinet and committees
- Document and follow up on action items to ensure timely completion

Research

- Conduct prospect research to support fundraising initiatives
- Monitor local media for relevant philanthropic news and information



- Research innovative tools and processes to enhance development efforts

Administrative Support

- Prepare statistical data and reports for appeals and campaigns
- Assist with donor correspondence and special mailings
- Help facilitate meetings, including scheduling, preparation, and documentation
- Document processes and develop best practices for development activities
- Prepare personalized gift acknowledgments and special communications

Event Support

- Assist with major fundraisers including our Golf Tournament and WheelsUp event
- Support campaign-related events from invitation to execution
- Track sponsorships, RSVPs, and payments

IMMEDIATE FOCUS

As of April 2025, our organization is transitioning to a new donor database management system. This transition is critical and time-sensitive, requiring someone who can help implement this change smoothly while maintaining day-to-day operations.

SCHEDULE & COMPENSATION

- Full-time position averaging 35 hours per week, Monday-Friday
- Occasional evening or weekend work for special events (approximately 4-6 times per year)
- Holiday coverage occasionally required (typically 1-2 holidays per year for 3-4 hours each)
- Salary range: \$22.00-\$30.00 per hour, based on experience
- Benefits include:
 - Health insurance contribution
 - Paid time off (vacation, sick leave, and holidays)
 - Professional development opportunities

OUR CULTURE

At Meals on Wheels of Greater Lynchburg, we value collaboration, compassion, and commitment to excellence. Our small but mighty team works together to make a significant impact on those we serve. We offer a supportive work environment where your contributions will be valued and your professional growth encouraged.

Meals on Wheels of Greater Lynchburg is an equal opportunity employer committed to creating an inclusive environment for all employees. We encourage applications from candidates of all backgrounds.

HOW TO APPLY

Please submit the following to info@mealslynchburg.org with the subject line "Development Assistant Application":

- Resume
- Cover letter explaining your interest in the position and relevant experience
- Two professional references

For more information, contact: Becky Tweedy, Communications & Outreach Director
info@mealslynchburg.org