

Meals on Wheels of the Monterey Peninsula Development Coordinator



Job Brief

If you live and breathe for work that has a true impact in the community – and have a heart for nonprofit work – we need to talk. We’re looking for a versatile development coordinator who will be responsible for supporting our fundraising portfolio and programs. This role is vital to supporting MOWMP’s diverse audience of donors and donor prospects. You will support the annual grants, direct mail, special events, and online giving programs. Ultimately, you will help us further root our presence in Monterey County with the goal of keeping MOWMP top-of-mind for anyone and everyone facing food insecurity.

Responsibilities

Direct Mail and Digital Fundraising

- Support the production and deployment of digital, direct mail and integrated fundraising campaigns
- Be the admin for our donor database (eTapestry) to build and execute email campaigns
- Ensure that all accompanying assets like donation pages, social media ads, automated gift receipts, and gift acknowledgment letters are coordinated and aligned to our brand identity
- Work with external vendors to support direct mail campaign strategy, design, print, and execution

Digital Campaigns & Communications:

- Work in collaboration with the Development Manager, develop and implement campaigns on an annual or semi-annual basis to acquire new monthly donors
- Plan, design, and produce regular monthly content to support the marketing team
- Support the deployment of emergency appeals, current stories, or other donor updates as necessary

Special Events

- Aid as needed in the execution of all special events
- Manage mailing lists needed for solicitations and invitations
- Research opportunities for increased fundraising with special events and work collaboratively with the marketing team that will lead to increased revenue and improved donor experiences
- Participate as needed on the day of any given special event and onsite donor cultivation events

Development Database Administration

- Regularly update acknowledgment letters to match each direct mail campaign, event fundraising, or other donations including major gifts, tribute donations, in-kind donations, and grants
- Resolve problems with eTapestry software and the remote server using the online knowledgebase

Donor Services

- Support the development and launch a planned giving program
- Greet visitors on site; answer questions and introduce guests to other staff when appropriate
- At all times maintain a pleasant, courteous, and tactful attitude with the public
- Be knowledgeable and adhere to the goals and objectives of MOWMP
- Educate the public when and where appropriate to the mission and goals of the MOWMP
- Adhere to the high standard of transparency and integrity, which is integral to all MOWMP interactions with staff, volunteers, donors, and the broader community

Skills Required

- Must have strong computer skills, with advanced level skills working with database systems
- Experience implementing and deploying digital fundraising campaigns
- Outstanding written fundraising communication skills including copyediting and proofreading
- Strong organizational and project management skills are key along with the ability for managing multiple projects concurrently in a fast paced environment
- Excellent oral and written communication skills. Command of business English, grammar, and composition.
- Ability to work collaboratively with others to constructively solve problems and resolve conflicts
- Must be team-oriented and communicate effectively with the public, fellow employees, donors, and volunteers
- Exhibit willingness and ability to adjust tasks in accordance with changing deadlines and priorities
- Organized, detail-oriented, good problem solver

Perks & Info

- Hourly, Full Time Position
- Benefits include:
 - Very competitive salary
 - Health, dental, and vision insurance
 - Paid time off
 - Matching 401k
 - Working with people and a cause that truly makes a difference

If interested in this opportunity, please send your resume to Jacob Shafer, Development Manager at jshafer@mowmp.org with the subject line "Development Coordinator"