

## Development Associate

Meals on Wheels Orange County is the largest nonprofit provider of nutrition and supportive services for at-risk older adults. It is committed to erasing hunger and loneliness for at-risk older adults through nutritious meals, friendly visits and safety checks, and keeping families together through day services. Through its critical services, the organization delivers nearly 2 million meals to 20,000 at-risk older adults each year throughout Central and North Orange County. Meals on Wheels Orange County is a dba of Community SeniorServ, Inc.

**Hours:** Mon-Fri, 8am-4:30pm

**Pay Range:** Rate varies depending on experience.

**Level Status:** Full time/ with benefits

**Location:** Anaheim, Ca

***We are excited to share the hourly range for this position is **\$23.00 - \$27.00 hour**, exclusive of fringe benefits. If you are hired at MOWOC, your final compensation will be determined based on factors such as geographic location, skills, education, and/or experience in addition to internal pay. Hiring at the maximum of the range would not be typical in order to allow for future & continued salary growth.***

Seeking detail-oriented, tech-savvy administrative professional who thrives in a fast-paced environment to join our growing team.

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**Job Summary:** The Development Associate will provide support outreach activities, work closely with the entire team, and help with tasks such as researching potential donors, supporting grant reporting and recording, organizing events, and maintaining strategies for our annual giving program.

The ideal candidate is a problem solver, resourceful, and able to work both independently and collaboratively. The ideal candidate will have excellent organizational, analytical, and communication skills, as well as a passion for serving their community.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordination of donor stewardship, including taking on the role of enhancing it through the annual giving program.
- Coordination of the Donor Wall updates.
- Coordination of grant proposals, which includes gathering data, scanning grant agreements, report dates, timelines and data entry.
- Owns responsibility for planning and execution of special projects, including but not limited to holiday cards, donor gifts, solicitation mailings, annual giving communications, and membership tracking.
- Under the direction of the Senior Director of Development, coordinate all aspects of cultivation and stewardship events from planning to execution, which includes invitations and collateral, event details, production, registration, mailings, venue, and design.
- Works with the Database manager to pull reports for annual giving, which assists the team in strategizing for growth, including, but not limited to, the Top Donor Report, upgrades, major gift prospects, etc.

- Researches and carries out new ideas for growing the annual giving program and membership. Executes strategies for the program to provide further engagement opportunities for the VP and SDOD.
- Supports Advancement team leadership in various development-related activities, including donor visits, meetings, proposals, material prep, monthly reports potential prospects, upgrades, and top prospects.
- Assist with direct mail, including working with the Director of Marketing & Communications on campaigns and appeals.
- In collaboration with the Director of Marketing & Communications, supports social media posts, website coordination, e-communications, presentations, brochures, story cultivation, photoshoots, PR, and organizational statistical information.
- Assists the entire team as needed and provides backup support for the Administrative Assistant II and Database Manager.

#### **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

- Bachelor's degree preferred.
- 2-3 years of experience with non-profit organizations preferred.
- Advanced PC skills - Intermediate-advanced in MS Office 365 (including Teams)
- Strong writing and editing skills.
- Excellent organizational skills with attention to detail.
- Ability to work effectively in both team and self-directed situations.
- Ability to set priorities, think strategically, take initiative, and solve problems while managing multiple deadlines.
- Ability to maintain positive personal relationships with a wide variety of individuals and in various demanding situations and to respect the confidentiality of donor and client information.
- Possess a valid California driver's license and proof of automobile insurance.

#### **PHYSICAL JOB REQUIREMENTS:**

- Constantly remains in a stationary position and occasionally traverses locations.
- Constantly operates equipment, computers, or tools.
- Constantly extends body, arms or hands as needed to perform essential duties and responsibilities.
- Occasionally ascends/descends and positions self as needed to complete essential duties and responsibilities.
- Constantly speaks, communicates, interprets or exchanges information accurately.
- Constantly perceives objects over moderate or long distances, with or without accommodation.
- Frequently moves, transports, and positions objects weighing up to 50 pounds.

**Please apply by clicking the link below:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5adea8ca-c797-4a5e-90a9-478c5612ded4&cclid=19000101\\_000001&jobId=521680&lang=en\\_US&source=CC2](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5adea8ca-c797-4a5e-90a9-478c5612ded4&cclid=19000101_000001&jobId=521680&lang=en_US&source=CC2)