**Development Director**

Organization: Nourish Meals on Wheels

Organization type: 501c3

Job Location: Centennial, CO

Type of Job: Full-time

Nourish Meals on Wheels is a well-established, independent 501(c)(3) non-profit which prepares and delivers meals to seniors and homebound adults unable to prepare their own meals in south metro Denver. The organization has begun an exciting new phase in their evolution. We have acquired a new facility and intend to expand program offerings and grow our reach into the community. The Development Director is a new position responsible for donor development, fundraising, communications and marketing.

**Core Responsibilities:**

- Work with the ED and Board Development Committee in designing and implementing a fund development plan. This will include current activities plus new programs like Planned Giving, Major Donor Gifts, and Endowments.
- Serve as the lead staff person in outreach to individuals, business, and community organizations. Represent Nourish at public events and leverage the ED and Board members to develop relationships with donors and community organizations.
- Direct the Annual Fund Program. Manage special events aimed at building community support and fundraising.
- Create marketing materials, including brochures and social media content to enhance the Nourish brand and promote fund-raising efforts.
- Oversee organization communications including newsletters, media releases and donor thank you letters.
- Manage the Bloomerang fundraising database to track key fundraising metrics and enhance Nourish’s use of available data to identify and reach new donors.
- Support the ED’s efforts to submit proposals for foundation and corporate grants.

**Desired Skills and Abilities**

- Strong commitment to the mission of Nourish Meals on Wheels to serve the needs of an aging population in the south metro area of Denver.
- Minimum 5 years major donor relationship building and solicitation, proposal writing, capital campaign experience, endowment development and social media fundraising.
- Proven track record which demonstrates persistence and goal oriented work ethic.
- Strong interpersonal, verbal, office technology, and writing skills.
- Confident, articulate public speaking skills.
- Ability to work as a member of a team in a small organization, where flexibility is paramount.
- A bachelor’s degree or higher in a field relevant to the mission of the organization and key responsibilities of the job.

**Compensation**

- $60,000 annual salary
- 3% match to IRA retirement plan.
- Paid vacation
To Apply send resume and cover letter, with Development Director in subject line to: info@nourishmealsonwheels.org.