

Christian Senior Services/Meals on Wheels
Chief Development Officer

Oversees the development department and manages all fundraising activities for Christian Senior Services:

Essential Duties and Responsibilities

- I. Fundraising objectives:
 - A) Grants
 - (1) Insure that CSS maintains accurate and complete records about foundation, government, and corporate grant opportunities. Insure that grant requests and reports are submitted in a timely manner and adhere to all established guidelines.
 - (2) Work closely with CEO to develop relationships with foundation and corporate representatives to maintain the visibility of the programs of Christian Senior Services.
 - B) Special Events
 - (1) Plan and implement agency special events such as *Party in the Pasture* and the *Meals on Wheels DELIVERS~Spirit of Compassion Luncheon*.
 - (2) Work closely with the committee chairs and committee members to establish objectives for the event, prepare for and schedule meetings, manage the budget, and engage committee members to insure success of events.
 - (3) Oversee efforts to secure event sponsorships, silent auction items, and ticket and raffle sales. Insure invitations and publicity are timely and effective.
 - (4) Coordinate with the Volunteer Manager and Meals on Wheels Program Director to secure donation of food and drink and volunteers to help with events.
 - C) Direct Mail
 - (1) Serve as primary staff contact for direct mail company.
 - (2) Manage all aspects of direct mail campaigns – edit copy, generate and evaluate donor data, manage campaign budgets and follow up reporting.
 - D) Individual Giving
 - (1) Manage donor cultivation process through contacts.
 - (2) Engage CEO, Board and staff in stewardship of donor base.
 - E) Planned Giving
 - (1) Plan and implement planned giving strategies.
- II. Serve as liaison between Christian Senior Services and the community
- III. Administrative Duties
 - A) Supervise and manage development department staff members, including Development Associate and Development Assistant.
 - B) Supervise the management and utilization of the donor database.

Education and/or Experience

Bachelor's Degree and four years progressive experience in Development. Knowledge of Microsoft Word, Excel, and donor management software. Must be comfortable with public speaking.

Salary

Depending on experience, the range is \$5,000 to \$6,000 monthly.

Submit resumes:

Sharon Baughman

Executive Director

Christian Senior Services

F (210) 735 – 5659

sharonb@christianseniorservices.org