



POSITION TITLE: Donor Relations Specialist
JOB STATUS: Full-Time
FLSA STATUS: Exempt
REPORTS TO: Director of Foundation

POSITION OBJECTIVE:

The Donor Relations Specialist for the Meals on Wheels Foundation of WNY is responsible for the identification, qualification, cultivation and solicitation of a portfolio of major gift prospects for Meals on Wheels.

RESPONSIBILITIES:

1. Manage a portfolio of high-net worth current and prospective donors, capable of making gifts in the \$5,000-\$500,000 range.
2. Prepare solicitation plans, proposals and other materials to support portfolio.
3. Develop annual and three-year goals for each person in the portfolio.
4. Identify in cooperation with members of the Board and Foundation Staff prospects capable of making major annual gifts of at least \$5,000.
5. Plan and implement marketing efforts that promote major gifts including timely acknowledgements, planning and implementation of recognition and stewardship events.
6. Make thank you calls to all donors who make a gift of a \$100 plus.
7. Supports Foundation efforts to research relevant donor and prospect backgrounds. Makes full use of the Foundation's donor database (Raisers Edge) to ensure complete and accurate record keeping.
8. Maintain an active schedule of a minimum of 40 contacts per month (at least half being personal, direct contact), including personal notes, face to face visits, presentations, calls, tours, etc.
9. Work as a member of the Foundation Office team to achieve department objectives.
10. Move potential donors in an appropriate and timely fashion toward solicitation and closure, and maintain regular contact with donor.
11. Travel independently when required to meet donors and qualified prospects.
12. Other duties as assigned or needed

Please send resumes to: **Lisa Woodring, Director of Foundation**
Meals on Wheels Foundation of WNY, Inc.
100 James E. Casey Drive
Buffalo, NY 14206
lwoodring@mealsonwheelswny.org