

Meals on Wheels Rowan

Marketing and Fund Development Assistant

Contact: Alexandra Fisher, afisher@mowrowan.org or 704-633-0352

Hours: 24-37 hours per week

Travel: Local (travel reimbursed at the federal rate)

PTO: Commensurate with Part-Time Status

Requirements: Reliable transportation and a safe driving record, physical ability to lift 10-35 pounds on occasion, and pass a background check

COVID-19 Vaccinated and References Required

Meals on Wheels Rowan seeks an **energetic, detail-oriented** Marketing/Fund Development Assistant. This job is a minimum of 20 hours per week and will grow into a full-time position. The job requires being onsite during business hours at 1307 S Salisbury Avenue in Spencer. This individual will support the Marketing and Fund Development functions for Meals on Wheels Rowan. No experience is necessary in marketing or fund development. Knowledge of Microsoft Office Software and excellent computer skills are required. This individual must have excellent phone skills and be comfortable interacting with board members, donors, supporters, and staff as well as Meals on Wheels referral sources, vendors, and participants.

This position requires

1. Commitment to customer service
2. The highest level of confidentiality
3. A demonstrated ability to manage multiple projects effectively
4. Strong organizational and interpersonal skills
5. Attention to detail
6. Strong written and verbal communication skills
7. The ability to function in a fast-paced work setting
8. Willingness to be a team player

Preferred Qualifications and skills:

Proficiency with Microsoft Office software, including Word, Excel, and Outlook

Experience with databases

Knowledge of social media practices and ability to maintain brand and messaging guidelines

Experience in tracking project income, expenses, etc.

Knowledge of relevant marketing tools and applications such as Canva, Illustrator, iContact, etc., is a plus

The following is a sampling of job responsibilities:

A. Marketing Support

Provide administrative support for events and fundraisers

Assist the Fund Development/Marketing Manager with the production of marketing materials

Provide ordering and follow-up communication with printers

Communicate with sign vendors for banners, yard signs, etc.

Support the Fund Development/Marketing Manager in media connections and releases

Support the Fund Development/Marketing Manager in social media posting and scheduling

Assist the Fund Development/Marketing Manager with monthly volunteer newsletters as needed

Liaison with major vendors

Attend local events as needed as a representative of Meals on Wheels Rowan

Assist with Summer Produce Program

Assist with August is for AniMEALS

Coordinate pet food pick-ups with drop-off sites throughout the month

Track and inventory all pet food donations

Distribute bag stuffers, posters, and marketing materials to drop-off sites and businesses as needed.

B. Fund Development Support

Record donations into E-Tapestry

Write and mail thank you, sponsor, and gift in kind letters

Assist with end-of-month financial reconciliations

Assist with fundraising events

Input sales on spreadsheet

Assist with taking orders and ticket sales over the phone

Follow up with incomplete orders and sales

Gather annual senior population data for Rowan County and additional demographic, geographic, income, and ethnicity information.

Write basic grants in collaboration with the Fund Development Manager.

Manage donor packet information and mailing as needed.

Updated 2/21/2023