

Development Manager

Part-Time 1099 Contract

Meals on Wheels of Asheville and Buncombe County

Meals on Wheels of Asheville and Buncombe County is seeking an experienced Development Manager to grow our fundraising. This is a role for a proven fundraiser who wants ownership of donor strategy and the relationships behind it, in service of a mission that reaches more than 700 homebound seniors every week.

What You Will Do

- Build and maintain donor cultivation and stewardship plans in our CRM, tracking touchpoints, next steps, solicitations, gifts, and follow-up.
- Identify lapsed, upgrade-ready, and major-gift prospects, and develop strategies to engage them.
- Partner with the Executive Director on donor meetings, cultivation, solicitations, and stewardship.
- Identify and pursue new corporate and business sponsorships, and cultivate existing partners toward larger, longer-term, and multi-year commitments.
- Research and qualify new institutional prospects across Buncombe County and Western North Carolina, including businesses, foundations, civic and professional organizations, and faith communities that have no current relationship with us.
- Open and advance those relationships from first contact through to a first gift, and build a documented prospect pipeline that outlasts any one campaign.
- Support annual campaigns, foundation relationships, and special events in coordination with the Communications Director.
- Maintain an active fundraising pipeline and report regularly on progress and opportunities.

You will do this as part of a team of three.

- The Executive Director holds many of our longest-standing senior donor relationships and opens the doors that matter in this community.
- The Communications Director produces the appeals, collateral, campaigns, and donor-facing materials.
- The Development Manager will set and drive the strategy, deciding which donor needs what and when, keeping the pipeline moving, and ensuring every relationship has a deliberate next step.

What We Are Looking For

- A proven track record of successful fundraising and donor development, with specific examples of donors moved from prospect to gift or upgraded to higher levels of support.
- Hands-on experience with DonorPerfect, or with Bloomerang or a comparable CRM.
- Direct experience securing corporate or business sponsorships, including the level of commitments you personally secured.
- Demonstrated success building a prospect pipeline from scratch, meaning relationships you sourced and closed rather than inherited.
- The ability to translate mission and impact into compelling opportunities for philanthropic investment.
- Familiarity with Buncombe County and Western North Carolina philanthropy, or a clear plan for building those relationships quickly.
- Strong organization and follow-through, and comfort keeping a shared pipeline current so that colleagues can work from it.

Position Structure

This position begins as a part-time contract role averaging approximately 25 hours per week, with monthly compensation of \$5,000. The schedule may vary based on donor meetings, fundraising activities, events, and deadlines.

This role is based in Asheville. The work depends on in-person donor cultivation throughout Buncombe County and on regular face-to-face strategy time with the Executive Director, so we ask for three set days each week in the office. Our Communications Director works remotely, so the team operates on a rhythm of standing check-ins rather than shared office hours, and we are looking for someone who works well that way.

There is potential for the position to transition to a full-time role, with any such transition beginning no earlier than July 1, 2027, to align with our fiscal year. A move to full-time would depend on organizational needs, fundraising success, performance, and mutual fit.

Timeline

We are reviewing applications immediately and on a rolling basis, and we will continue until the position is filled. We are prepared to move quickly for the right person and would like to have someone in place as soon as scheduling allows.

About Meals on Wheels of Asheville and Buncombe County

We provide nutritious meals, friendly visits, and compassionate connection to more than 700 homebound seniors throughout Buncombe County each week. Demand has grown sharply in recent years, and only a small fraction of philanthropic giving nationally goes to senior causes. The dollars this role raises translate directly into meals delivered and neighbors checked on. Learn more at www.mowabc.org

To Apply

Please send a resume and a brief cover letter describing your fundraising experience, your demonstrated results, and your interest in Meals on Wheels to debbie.sprouse@mowabc.org.