**LUBBOCK MEALS ON WHEELS**

**DEVELOPMENT COORDINATOR**

“Respecting the dignity of every human being, no matter their need or physical condition, Lubbock Meals on Wheels will provide nutritious home-delivered meals to those who are homebound, elderly, or disabled. We shall seek to break the social isolation experienced by the homebound, by providing warm, caring, friendly contact through our volunteers.”

Lubbock Meals on Wheels, Inc. was founded in 1971. We provide home-delivered meals to eligible residents in Lubbock and Wolfforth. We currently serve over 1,000 people, delivering 77 routes each day.

**Position**

Serving as an integral member of the LMOW team, the development coordinator (DC) is responsible for helping the assistant director with the implementation of a fund raising and marketing/public relations plan. Plans, organizes, and executes fundraising and community events. Delivers presentations and engages with community groups and media. Maintains donor database system recording cash and non-cash contributions, provides all related correspondence, provides reports, and reviews this information with the accountant and assistant director. Works with volunteers and committees.

Must show strong initiative, confidence, and responsibility. Effective and experienced presenter in public and group settings. Comfortable engaging in interviews with local media. Must be able to learn quickly and manage multiple tasks in an effective manner. The ideal candidate will demonstrate a strong commitment to building a long-term career in the non-profit sector supported by a proven track record reflecting this dedication. The ideal candidate is someone seeking a lasting role.

**Availability to start work as soon as possible is essential.**

*$42,000 - $50,000 salary (negotiable based on experience)*

*Potential for advancement*

*Standard work hours are Monday through Friday, 8:00 AM to 4:30 PM, with flexibility for additional hours as required. (occasional nights/weekends)*

*Health, vision, dental, and life insurance are fully paid for by LMOW.*

*Paid vacation, paid sick leave, emergency leave, and 9 – 10 holidays per year*

*Matched retirement plan*

*Lunch provided.*

**Education, experience, and qualifications:**

* Bachelor’s degree in business, Public Relations, Social Service, or other related fields
* Extensive experience with public speaking
* Experience with non-profit organizations and working with volunteers preferred
* Experience and proficiency with Microsoft products
* General bookkeeping experience preferred
* Valid Texas Driver’s License
* Must be insurable for automobile insurance and capable of driving a van
* Must pass background check

**Skills:**

* Effective presenter in public and group settings. Comfortable engaging in interviews with local media
* Exceptional organizational and time management skills, including the ability to learn quickly, set priorities, and manage multiple tasks simultaneously
* Excellent interpersonal skills and proven ability to achieve goals in a collaborative manner
* Strong initiative, confidence, and sense of responsibility
* Professional appearance and conduct aligned with our audience and organizational mission
* Strong verbal and written communication skills with the ability to engage effectively in person, over the phone, and through written correspondence.
* Positive, friendly, and professional demeanor with co-workers, clients, volunteers, and the public.
* Ability to work with all age ranges of volunteers and the public
* Accurate data entry skills
* Ability to effectively handle deadlines, stress, and changing demands
* Strong knowledge of and proficiency with computers, Outlook, Word, Excel, and client data management systems
* Ability to work with confidential material
* Willingness to work outside of regular work hours as needed

**Physical Requirement**

* Fast-paced with significant personal interaction
* Ability to lift up to 40 pounds
* Minimal reaching, bending, and stooping.
* Sitting for extended periods of time
* Dexterity of hands and fingers
* Vehicle required to perform duties

Submit your resume to mary@lubbockmow.org.

Please submit resumes by September 8, 2025.