



Director of Development

Organization Overview

Meals on Main Street is a mission-driven nonprofit organization dedicated to fighting hunger and food insecurity through food rescue, meal preparation and distribution, community partnerships, volunteer engagement, and innovative programming that supports individuals and families in need in Westchester, Putnam, Fairfield, and The Bronx.

Position Summary

The Director of Development is a key member of the leadership team responsible for advancing the mission of Meals on Main Street through strategic fundraising, donor engagement, grant development, and community partnerships. Working closely with the Executive Director, Board of Directors, volunteers, and community partners, the Director of Development will lead and coordinate fundraising efforts while helping deepen community engagement and strengthen philanthropic support.

Key Responsibilities

Fundraising & Donor Relations

- Develop and implement annual fundraising strategies to increase individual, corporate, foundation, and community support.
- Cultivate and steward meaningful relationships with donors, sponsors, and community partners.
- Identify and pursue new fundraising opportunities and prospective donors.
- Build and manage a portfolio of major donors and corporate partners.
- Oversee donor communications including appeals, acknowledgments, impact reports, newsletters, and stewardship activities.
- Partner with the Executive Director and Board members to strengthen fundraising efforts and donor engagement.

Events & Community Engagement

- Coordinate and support fundraising events, donor receptions, volunteer appreciation activities, and community campaigns in collaboration with staff, volunteers, and committees.
- Assist with sponsorship outreach and event-related donor stewardship.
- Represent Meals on Main Street at community events and networking opportunities.
- Foster relationships with community organizations and partners to increase awareness and support of the mission.

Grant Writing

- Research and identify grant opportunities in coordination with Executive Director.
- Write compelling grant proposals, reports, and letters of inquiry.
- Manage grant submission timelines and reporting requirements.

Donor Database & Reporting

- Manage and maintain the donor database to ensure accurate records and timely reporting.
- Track fundraising performance, donor activity, grants, and event metrics.
- Ensure timely donor acknowledgments and follow up.

Qualifications

- Minimum of 3–5 years of nonprofit development or fundraising experience.
- Bachelor's degree or equivalent professional experience in nonprofit management, communications, fundraising, or related field.
- Demonstrated success in donor cultivation, event management, and grant writing.
- Strong project management skills and the ability to manage multiple priorities.
- Experience managing donor databases and fundraising software.
- Excellent written, verbal, organizational, and interpersonal communication skills.

Preferred Skills

- Experience working in food insecurity, human services, or community-based nonprofit organizations.
- Knowledge of donor stewardship strategies and fundraising best practices.
- Ability to work collaboratively with staff, volunteers, Board members, and donors.

Compensation & Benefits

- Competitive salary \$120k - \$135k, commensurate with experience.
- Performance-based Bonus
- Retirement Plan

To Apply

Please submit a cover letter and resume outlining your experience and passion for the mission to info@mealsonmainst.org