Part-Time Development Officer

Culinary Angels
Hours: Up to 20 hours per week | Flexible Schedule
Reports to: Board of Directors

POSITION SUMMARY

Culinary Angels is seeking an experienced, passionate, organized, and relationship-driven **Part-Time Development Officer** to help advance our mission of providing free nutrient-rich meals and nutrition education to cancer patients and their caregivers.

This is an ideal opportunity for a development professional who enjoys connecting with people, cultivating meaningful donor relationships, building sustainable fundraising programs, planning successful events, and expanding awareness of a mission throughout the community.

KEY RESPONSIBILITIES

Donor Development & Fundraising

- Develop and implement a comprehensive, multi-year development plan aligned with Culinary Angels' strategic goals.
- Help transition the organization from primarily short-term fundraising campaigns toward a sustainable, relationship-based philanthropic program.
- Develop and strengthen diversified funding streams, including individual giving, major gifts, recurring giving, corporate sponsorships, foundations, grants, community partnerships, and planned giving.
- Identify, develop, cultivate and steward relationships with current and prospective donors, sponsors, foundations, businesses, and community partners.
- Build a strong pipeline of prospective major donors and long-term supporters.
- Develop strategies to increase donor retention, engagement, and ongoing giving.
- Support annual appeals, monthly giving, sponsorships, and special fundraising campaigns.
- Develop donor communications, impact stories, recognition, and stewardship activities.
- Maintain accurate donor and prospect records in the organization's donor database/CRM.
- Track fundraising results and provide regular progress updates to the Executive Director and Board.

Grants, Corporate & Foundation Support

- Identify appropriate foundation, corporate, and grant funding opportunities.
- Collaborate with leadership on grant proposals, applications, reports, and supporting materials as needed.

- Develop and strengthen relationships with corporate sponsors and community partners in partnership with Culinary Angels Founder.
- Identify opportunities for sponsorships, employee giving, matching gifts, and other corporate partnerships.

Event Planning & Management

- Lead the planning and execution of fundraising events, donor appreciation gatherings, and mission-focused community events.
- Develop and manage event timelines, budgets, fundraising goals, sponsorships, vendors, and logistics.
- Recruit, coordinate, and mentor event volunteers.
- Work collaboratively with staff, Board members, volunteers, and community partners to ensure successful event execution.
- Evaluate event results, including revenue, expenses, donor engagement, and opportunities for future growth.

Community Engagement & Partnerships

- Represent Culinary Angels at community events, networking functions, business gatherings, and partner meetings.
- Build relationships with local businesses, service organizations, community leaders, and prospective supporters.
- Develop partnerships that increase awareness of Culinary Angels and strengthen community support for our mission.
- Build and maintain relationships with healthcare providers, hospitals, clinics, nutrition professionals, and community organizations.
- Identify opportunities to expand Culinary Angels' visibility and presence throughout the communities we serve.

Board & Volunteer Engagement

- Work collaboratively with the Founder, Executive Director/COO, Board of Directors, staff, and volunteers to advance fundraising goals.
- Engage and support Board members in donor cultivation, introductions, sponsorship development, and fundraising activities.
- Help foster a strong culture of philanthropy throughout the organization.

QUALIFICATIONS

- Minimum of **5 years of demonstrated experience** in nonprofit development, fundraising, donor relations, marketing, event planning, or related fields.
- Proven success developing and growing fundraising and giving programs designed for long-term sustainability.
- Experience cultivating individual donors, major gifts, corporate sponsors, foundations, and community partners.
- Strong relationship-building, interpersonal, written, and verbal communication skills.

- Excellent organizational and project management abilities with strong attention to detail.
- Self-motivated with the ability to work effectively and independently in a part-time environment.
- Comfortable networking, making introductions, cultivating relationships, and asking for financial support.
- Ability to manage multiple projects, priorities, and deadlines.
- Experience with donor databases or CRM systems preferred.
- Proficiency with Microsoft Office and Google Workspace.
- Availability for occasional evening and weekend events.

Preferred Characteristics

We are looking for someone who:

- Loves bringing people together around a meaningful mission.
- Is energized by building authentic, lasting relationships.
- Enjoys creating memorable and successful fundraising events.
- Thinks strategically about donor development and organizational sustainability.
- Is comfortable making the case for support and inviting others to invest in our mission.
- Is creative, enthusiastic, collaborative, resourceful, and results-oriented.
- Understands that successful fundraising is built on relationships, trust, stewardship, and demonstrated impact.
- Has a genuine passion for helping individuals and families facing cancer.

Compensation & Schedule

- Competitive hourly wage based on experience.
- Up to **20 hours per week**.
- Flexible schedule with a combination of remote and in-person responsibilities.
- Occasional evening and weekend availability required for events and community activities.

Why Join Culinary Angels?

At Culinary Angels, every donor relationship, partnership, sponsorship, and fundraising event helps provide nourishment, comfort, and hope to individuals and families facing cancer.

As our Development Officer, you will have the opportunity to do more than raise funds—you will help build the philanthropic foundation that supports the next chapter of Culinary Angels.

You'll become part of a passionate team dedicated to making a meaningful difference in our community while helping shape the organization's future growth, sustainability, and impact.

To Apply

Please send your **resume and letter of interest** describing your relevant experience and interest in Culinary Angels to:

maureen@culinaryangels.org

Please include **“Part-Time Development Officer”** in the subject line.

Equal Employment Opportunity

Culinary Angels is an **Equal Opportunity Employer**. We are committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, age, disability, medical condition, genetic information, marital status, military or veteran status, or any other characteristic protected by applicable federal, state, or local law.

Culinary Angels values a diverse and inclusive community and encourages qualified candidates from all backgrounds to apply.