



Meals on Wheels Delaware
Executive Director
Wilmington, DE
<https://mealsonwheelsde.org/>

THE ORGANIZATION

Meals On Wheels Delaware is a 501(c)(3) nonprofit organization dedicated to raising funds and awareness in support of five independent partner Meals On Wheels programs throughout Delaware. Established in 1996, the organization is committed to ensuring that every Delawarean who requests a home-delivered meal receives the nutritional support they need, when they need it.

Meals On Wheels (MOW) Delaware is fully sustained through private fundraising efforts. The organization serves as a strategic fundraising and advocacy entity and does not directly operate meal delivery programs. Through strong donor engagement, community partnerships, and public awareness initiatives, the organization strengthens the capacity of local program partners who deliver life-changing services to homebound neighbors across the state.

For additional information about Meals on Wheels Delaware, please visit their website at <https://mealsonwheelsde.org/>.

THE POSITION

Reporting directly to the Board of Directors, the Executive Director serves as the chief executive and strategic leader of the organization. This individual is responsible for advancing the mission through comprehensive fundraising leadership, relationship management, financial stewardship, and operational oversight.

The Executive Director works in close partnership with an engaged Board of Directors and leads a team of five full-time staff members. Success in this role requires a highly collaborative, hands-on leader. The small team environment is successful when everyone is comfortable wearing many hats and can step in to assist others as needed.

The Executive Director executes on strategic priorities while cultivating strong relationships with donors, corporate partners, community stakeholders, department of health and human services, key legislators, and program partners statewide.

The organization operates a hybrid work environment with a minimum of 2 days each week in the Wilmington office.

Specific Responsibilities

Strategic Leadership & Governance

- Partner with the Board of Directors to execute and periodically refine the organization's strategic plan.
- Provide transparent financial and operational reporting to ensure strong governance and informed decision-making.
- Serve as the primary liaison to the Board, supporting engagement.
- Advise and assist the Board on organizational issues and policy planning and keep the Board apprised as to major developments and policy issues requiring Board action.
- Willingness to step in and serve in various roles to support the staff as needed.

Fundraising & Revenue Development

- Lead and execute a diversified fundraising strategy spanning multiple revenue streams, including individual giving, corporate sponsorships, grants, major gifts, and special events.
- Cultivate, solicit, and steward high-value donors and corporate partners to ensure long term sustainability.
- Oversee signature fundraising events in collaboration with the Director of Events, event committees, and volunteers.
- In collaboration with the Development Director, maintain positive and effective relations with foundations, corporations, individuals, and existing funding sources while expanding and identifying new funding sources.

Relationship Management & Community Engagement

- Build and maintain strong relationships with program partner leadership, donors and corporate sponsors, community organizations, and event committees and volunteers.
- Build awareness initiatives to elevate the organization's visibility and impact.

- Steward relationships in alignment with Program Partners to local, county, state, and federal officials on the full range of affairs including funding, policy, and community issues.

Financial & Operational Oversight

- Ensure fiscal integrity through sound budget development, management reporting, and annual audit.
- Oversee annual budgeting processes and monitor financial performance to maintain stability.
- Lead and mentor a small, high-performing team in a collaborative, interdependent environment.
- Foster a culture of accountability, innovation, and mission alignment.
- Support a highly competent, motivated, and productive staff and serve as a role model while maintaining the highest ethical standards.

Marketing & Advocacy

- Oversee marketing and communications strategies that enhance brand recognition and community engagement.
- Project a positive public image of the organization and is visible within Delaware, is attuned to the community's needs and perceptions, and provide leadership in developing the organization's public profile while communicating its mission to the community.
- Serve as the chief spokesperson with both the community and media outlets for Meals on Wheels Delaware.

THE CANDIDATE

The Executive Director must have an understanding of and passion for the goals and mission of Meals on Wheels Delaware. The successful candidate will be a mission-driven, relationship-oriented leader who thrives in a small, hands-on organizational environment. They will demonstrate entrepreneurial thinking, financial discipline, and the ability to inspire confidence among donors, Board members, staff, Program Partners, and community stakeholders alike. This leader must balance strategic vision with operational execution and be equally comfortable in donor cultivation meetings, Board strategy sessions, and community-facing events.

Qualifications

- Minimum of 5 years of leadership experience in nonprofit management or a related field; executive-level experience preferred.
- Experience in fundraising with the ability to formulate and execute development strategies that will enhance revenue while fostering strong partnerships with external partners and community members; working knowledge of governmental and private funding sources.
- Proven ability to manage budgets and lead integrated teams.
- Experience working effectively with Boards of Directors and volunteer committees.
- Strong relationship-building skills with diverse stakeholder groups.
- Strong interpersonal skills, drive, and integrity with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies, including staff, board members, Program Partners, volunteer leaders, donors, and the community.
- Possess superior communication and presentation skills to express, orally and in writing, Meals on Wheels Delaware's mission, vision, and goals with clarity, passion, and persuasion.

- Marketing, community engagement, and public relations experience strongly preferred.
- Flexible management style and a proactive willingness to step into various roles to support the team in meeting organizational goals.
- Bachelor's degree or equivalent experience required.
- Willing and able to travel throughout the State of Delaware as well as attend evening and weekend meetings and events.

For inquiries, nominations, and applications, please contact:

Cathy McGeever, Managing Partner
610-924-9100, cfmcgeever@lambertassoc.com



Leaders in Executive Search for Nonprofit Organizations

Lambert & Associates

222 S Manoa Road, Suite 201 • Havertown, PA 19083

610-924-9100

www.lambertassoc.com