

**POSITION TITLE:** Development Director

**LOCATION OF POSITION:** 1181 E. Main St. Norman, OK; learn more at [www.bethesdaok.org](http://www.bethesdaok.org).

**POSITION DESCRIPTION:** The Development Director is a member of the Leadership Team and will lead and expand fundraising efforts, meet or exceed fundraising goals, launch the next phase of growth, overseeing donor cultivation, stewardship, and retention, as well as events and projects. This position will work closely with supporters, the Board of Directors, and all staff. Will be responsible for representing Bethesda at community events. The Development Director will also assist the Leadership Team in some of the day-to-day administrative tasks of the agency.

**POSITION RESPONSIBILITIES:**

- Develop and execute annual fundraising plans to meet or exceed the current fundraising goals as set in the approved budget;
- Assist leadership in the development, coordination and planning of a capital campaign;
- Expand and cultivate existing donor relationships over time;
- Communicate clearly and effectively with team members and community through face-to-face meetings, presentations, and social media;
- Manage political, community, and partner relationships appropriately and professionally;
- Promote the agency in keeping with our 501 (c) 3 status and mission;
- Work independently and report activities to supervisor;
- Work with diverse stakeholders to achieve a common goal;
- Problem-solving, strategic analysis, and planning;
- Travel as necessary. Use of personal vehicle during employment to travel. A valid driver's license and insurance required;
- Work irregular hours including evenings and weekends to attend meetings and events;
- Capable of maintaining financial records, accounts payable and receivable;
- All other tasks as assigned by the supervisor.

**POSITION REQUIREMENTS:**

- Bachelor's Degree or comparable work experience;
- Experience in fundraising, event planning, and donor relations;
- Experience in social media;

- Working knowledge of Microsoft Word, Excel, Outlook;
- Experience and knowledge of QuickBooks preferred;

**POSITION REPORTS TO:** Executive Director

**HOURS AND SALARY:** Full-time position, 40 hours/week; \$45,000

**TO APPLY FOR THIS POSITION:**

Please email Travis Humphrey, Executive Director at [travis@bethesdaOK.org](mailto:travis@bethesdaOK.org). Include as attachments the following:

- Cover Letter
- Resume
- References.

In the subject line of the email, please write "DEVELOPMENT DIRECTOR POSITION APPLICANT."

**APPLICATION DEADLINE:** Friday October 15, 2021

**POSTED:** 9/27/2021