



HeartLine

JOB TITLE: DEVELOPMENT DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

LOCATION: OKLAHOMA CITY

JOB TYPE: FULL TIME

JOB SUMMARY:

The Development Director works to perform various tasks contributing to fundraising of the agency. The position prepares and distributes reports, develops appeals, writes grant requests and follows-up with donors and potential donors. Supervises Development Coordinator who supports agency visibility and awareness efforts through coordinated engagement strategies.

JOB RESPONSIBILITIES:

- Researches and prepares foundations/corporations and generates grant applications to meet agency budget needs
- Works with Executive Director, Board of Directors and other staff to develop and carry out fund development strategies
- Works with Executive Director to achieve annual fundraising goals
- Responsible for special events coordination and implementation, including Festival of Hope and other agency events
- Works in coordination with the Development Coordinator to evaluate program communications and development needs
- Maintains strong relationships with nonprofit, public and private sector organizations and community leaders.
- Conducts and plans annual campaign, strategic donor development and maintains a planned giving program
- Cultivates and maintains major donor relations
- Oversees maintenance of database of individuals, corporate and foundation donors.
- Develops communications plan in coordination with Development Coordinator.
- Educates volunteers, professional advisers and community at large about the services and activities of HeartLine through networking, presentations, speaking opportunities and conferences
- Maintains donor relationships through personal communications and donor appreciation
- Facilitates board members' participation in fundraising
- Maintains and expands the Answering the Call membership group.
- Manages media/press campaigns for events
- Oversees web site and social media updates and changes
- Oversees the production printed materials including the annual report, newsletters and communications

- Manages Development plan in coordination with the agency strategic plan in collaborating with leadership and the board of directors.

JOB QUALIFICATIONS:

Bachelor's degree required. At least four years' experience in nonprofit development and grant-writing, preferably with significant foundation and high-donor fundraising experience. Proven track record of achieving revenue targets. Thorough understanding of all facets of a diversified funding base. Excellent computer, verbal, presentation and writing skills required. Interest, enthusiasm and affinity for fundraising and working with people.

REQUIRED SKILLS AND ABILITIES:

Attentive, persistent and flexible. Personable and respectful. Creative team-player and self-starter. Ability to use Microsoft Office, including Excel and PowerPoint. Strong computer skills in Adobe Photoshop, InDesign and Illustrator preferred. Physically able to lift 20 pounds, climb stairs, and bend/stoop.

WORK ENVIRONMENT:

HeartLine supports a comfortable, yet professional work environment. Courtesy, respect, and equitable treatment are expected. Staff members receive support, recognition and appreciation for jobs well done. There are opportunities for participation, challenge, and broadening experiences.

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- Routine office environment.
- Moderate independent travel.
- Some evening/weekend work required. HeartLine supports a flexible schedule for exempt employees.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Other duties may be assigned as needed.

Contents may change to meet the needs of the organization.

TO APPLY:

Please send your resume and cover letter to Erin Zehren at ezehren@heartlineoklahoma.org with the subject line "Development Director Application".