

## Job Description

# Development Director

### SUMMARY

The Development Director is a self-starter, connector, communicator extraordinaire, with an entrepreneurial spirit who has a passion for advocacy and social justice. Enjoys fundraising. Strong relationship builder. Able to facilitate opposing interests to a unified goal. Develops staff and volunteers. Demonstrates exceptional organizational, communication and interpersonal skills. Strong critical thinking and analytical skills. Attention to detail while maintaining long-term goals. Capable of developing and executing vision for fundraising. Collaborate with OCCJ staff, board of directors, and other volunteers to plan, organize, and execute all fundraising initiatives. Assist in ongoing/daily marketing campaigns, lead fundraising events. This is a full-time position based in Tulsa and reports to the President and Chief Executive Officer.

### KEY RESPONSIBILITIES

#### Fundraising

- Research, develop, and engage key stakeholders to identify potential investors and sponsors of OCCJ programs and work
- Oversee and produce Annual Awards fundraising events (in Tulsa and Oklahoma City)
- Manage sponsor and investor relations and development for key programming and events throughout the year, including Anytown Leadership Institute, Inclusive Leadership Institute, and the Youth Race and Leadership Forum
- Write grants and letters of inquiry to meet foundation and government income goals; manage staff as needed
- Maintain and track constituent data, grants, in-kind gifts, and donations in database including invoicing and payment records
- Directs and grows individual and corporate giving strategy and efforts, including major donors, program fundraising campaigns, direct mail and online giving
- Ensure timely and effective gift processing and acknowledgements.
- With support of administrative staff and interns, design and produce marketing content and collateral for social media and print

#### Internal and External Relationship Building

- Identify potential partners to leverage and collaborate with to build brand awareness and grow OCCJ's value in the region
- Represent OCCJ at strategic community events, committees and task forces that align with and promote our mission and vision
- Build value and awareness in region for OCCJ to be the "go to" organization for assisting with difficult issues or challenges with racism, bigotry and social justice
- Identify members for Regional Advisory Committee to assist with organizing and coordinating strategic goals for OCCJ's mission and vision
- Strong interpersonal skills to maintain and cultivate relationships with staff, donors, Board, volunteers, youth and adults engaged in OCCJ's work.

#### Operations and Management

- Direct oversight and management of OCCJ staff and/or volunteers dedicated to marketing, financial contributions, and other events or programs
- Keep board of directors engaged and committed to fund development initiatives
- Provide support for strategic planning initiatives, and leadership in implementing strategic objectives
- Provide support for officers, Executive Committee, board, and board committees
- Assist in budget development for fundraising efforts

- Oversee fund related budgets, and provide timely, accurate and transparent financial reports to CEO
- Develop and implement financial reports, project status reports and timelines

#### Additional Responsibilities

- Recruit high school students and adult volunteers for OCCJ programs
- Recruit participants for the Inclusive Leadership Institute
- Other duties as assigned by President & CEO

#### SKILLS/ABILITIES/EXPERIENCE

- Bachelor's degree required
- Minimum of 2 years of experience in fundraising, fund development, community relations and/or nonprofit management
- Strong understanding of community engagement, intercultural competency, systemic oppression and privilege
- Excellent oral and written communications and interpersonal skills including public speaking
- Ability to facilitate, coordinate and convene stakeholders, community volunteers and diverse populations
- Team player with ability to work remotely and independently while valuing staff/team members as a resource
- Comprehensive working knowledge of planning, organizing, budgeting, administrative operations and fundraising
- Engaging, influential, inspirational and a strong relationship builder
- Ability to recruit, train, motivate, and retain volunteers
- Knowledge and proficiency in Microsoft Office applications
- Flexible schedule to allow for evening and weekend events

#### SALARY

- The salary range for this position is \$48,000 - \$65,000, commensurate with experience
- Benefits package, including medical, dental, vision and retirement. Vacation and paid holidays.

#### ORGANIZATION BACKGROUND

The Oklahoma Center for Community and Justice is dedicated to achieving respect and understanding for all people. Our vision is to eliminate bias, bigotry and racism in our state, in our generation. OCCJ achieves this by providing workshops, retreats, customized programs, and by collaborating with individuals, organizations and businesses. OCCJ develops leaders who work together to achieve success through inclusion in Oklahoma.

Founded as a volunteer movement in Tulsa in 1934 as a chapter of the National Conference of Christians and Jews, OCCJ has a proud legacy deeply rooted in the community. The Tulsa NCCJ was formally established as a staffed office in 1958, and through our history in Oklahoma, has been an innovative leader in promoting understanding and mutual respect. OCCJ has concluded our association with NCCJ and has joined with many of our fellow offices across the country to form the National Federation for Just Communities, a new movement addressing prejudice in all its forms.

The Oklahoma Center for Community and Justice is an equal opportunity employer.

#### TO APPLY

Send cover letter and resume by December 31, 2021, to:

Moises Echeverria  
President & CEO  
mecheverria@occjok.org