

Job Description

DIRECTOR OF ENGAGEMENT

SUMMARY

The Director of Engagement is a self-starter, connector, communicator extraordinaire, with an entrepreneurial spirit and will help us increase our statewide impact. The Director of Engagement is responsible for the development, management, coordination and implementation of all OCCJ regional initiatives in the central part of the state. This individual oversees regional office functions and maintains direct communication with OCCJ staff, located in Tulsa, in relation to fundraising and strategic program priorities. Reports directly to President & CEO who is located in Tulsa. **This position is based in Oklahoma City.**

KEY RESPONSIBILITIES

Fundraising

- Research, develop, and engage key stakeholders in the central region to identify potential investors and sponsors of OCCJ programs and work
- Manage sponsor and investor relations and development for key programming and events throughout the year (i.e. : Annual Awards event, Anytown Leadership Institute, Inclusive Leadership Institute, etc.)
- Assist with identifying grant opportunities and provide support in grant writing
- Maintain and track constituent data, grants, in-kind gifts, and donations in database including invoicing and payment records
- Continually build and grow individual and corporate supporters

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 in Central Oklahoma

Additional Responsibilities

- Recruit high school students and adult volunteers for OCCJ programs
- Recruit participants for the Inclusive Leadership Institute
- Assist with planning, implementation and execution of strategic plan for central region of the state
- Other duties as assigned by President & CEO

SKILLS/ABILITIES/EXPERIENCE

- Bachelor's degree required
- Minimum of 5 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 \$45,000 to \$57,000, 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 Monday, July 12, 2021 to:

Eileen Schaumleffle
Director of Operations and Development
eschaumleffle@occjok.org

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