



Development Director

Supervisor: OSSM President

Position is full-time with State leave and health benefits

Mission: Development is a core staff function of the Oklahoma School of Science and Mathematics' mission, which is to develop external relationships with businesses, foundations, and individuals providing support for/participation in a wide range of OSSM programs, as partners with the school and the State of Oklahoma, by educating others about OSSM and its benefit to students and business. The OSSM Development unit works, along with Trustees of the OSSM Foundation, to network and develop OSSM relationships, communicate information and opportunities for OSSM partnership, and coordinate and help host fundraising and "friend-raising" events sponsored by the Foundation to benefit OSSM.

Primary Duties:

- OSSM Liaison with OSSM Foundation Trustees, Committees
- Development Operations
- Donor Relations & Outreach
- Grant writing and grants management
- Annual Appeal
- Annual Fundraiser & other event management
- Staff supervision
- Donor data maintenance, management
- Website maintenance
- Reporting

Requirements

Skill Sets/Technology Required:

- Superior writing and communication skills
- Teamwork
- Donor Relations
- Organizational and time management/prioritization skills
- Business/Administrative skills & experience (bookkeeping with understanding of cost accounting, cash control, budgeting, audit process coordination)
- Donor database experience required

Minimum Education Requirements: Bachelor's Degree, preferably in Business (or related field), CFRE a plus

Experience Requirements:

- Five or more years of leadership experience in development/fundraising (annual and endowment), grant writing, and event management.
- Documented excellence in communication skills, both verbal and written.

Job Information

- **Job ID:** 71488158
- **Workplace Type:** On-Site
- **Location:**
Oklahoma City, Oklahoma, United States
- **Position Title:** Director of Development
- **Company Name For Job:** Oklahoma School of Science and Mathematics
- **Job Function:** Development
- **Job Type:** Full-Time
- **Job Duration:** Indefinite
- **Min Education:** BA/BS/Undergraduate
- **Min Experience:** 5-7 Years
- **Required Travel:** 0-10%