

Director of Development

Development is a core function of the Oklahoma School of Science and Mathematics (OSSM), of which the purpose is to develop external relations with businesses, foundations, and individuals as partners with the school. The OSSM Development Director works alongside the Trustees of the OSSM Foundation in order to educate others about OSSM, network and develop OSSM relationships, and coordinate fundraising and “friend-raising” events to benefit OSSM.

Supervisor: OSSM President

Annual Salary: \$70,000 - \$80,000

Benefits: Position is full-time with exceptional State leave and health benefits, including a benefit allowance in addition to the salary, employer-paid retirement, annual and sick leave, employee-matching 401a, Oklahoma Teachers’ Retirement system defined retirement benefit.

Responsibilities

- Facilitate with the OSSM Foundation Trustees and Committees
- Oversee Development operations
- Cultivate donor relations and outreach
- Identify grant opportunities and prepare, sustain, and expand the Foundation’s revenue opportunities
- Lead the annual appeal, annual fundraiser, and other events
- Supervise development office staff
- Manage donor data maintenance
- Maintain Foundation website
- Monitor and prepare regular reports on progress, activities, and budget

Qualifications

- Education: Bachelor’s Degree (CFRE designation an asset)
- Experience: minimum of 2 years of leadership experience preferred - development/fundraising, grant writing, and event management
- Communication skills: excellent skills, both verbal and written, and ability to create clear and persuasive communications in both traditional and digital formats
- Software Proficiency: adept at Microsoft Office products and experience with Raiser’s Edge or similar databases
- Organizational and time management/prioritization skills
- Business/administrative skills and experience
- Teamwork

The Oklahoma School of Science and Mathematics (OSSM) is an academic emphasis, 2-year residential high school located in Oklahoma City, OK. The Development Director will advocate for one of the best high schools in America. Recently, Niche.com ranked OSSM the fifth best high school in America, and 24/7 Wall Street ranked OSSM the second-best high school in America.

Email cover letter, resume, and the names, addresses, and telephone numbers of three references to:

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Oklahoma School of Science and Mathematics
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405-521-6439

OSSM is an Equal Opportunity Employer