



Oklahoma School of Science and Mathematics

Director of Development

The Oklahoma School of Science and Mathematics (OSSM) is seeking a Director of Development.

OSSM is an academic emphasis, 2-year, residential high school located in Oklahoma City, Oklahoma. OSSM consistently ranks as one of the top high schools in the United States (currently ranked 11th by Niche.com and 2nd by Wall Street 24/7).

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 the 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 and campaigns sponsored by the Foundation to benefit OSSM.

Primary Duties

1. OSSM Liaison with OSSM Foundation Trustees, Committees
2. Development Operations
3. Donor and Alumni Relations and Outreach
4. Grant writing and grants management
5. Annual Fund
6. Annual Fundraiser and other event management
7. Staff supervision
8. Donor data maintenance, management
9. Strategic oversight of Digital Communications
10. Reporting
11. Developing and managing campaigns

Requirements

Skills/Technology

1. Superior writing and communication skills
2. Teamwork
3. Donor Relations
4. Organizational and time management/prioritization skills
5. Business/Administrative skills and experience (bookkeeping with understanding of cost accounting, cash control, budgeting, audit process coordination)
6. Donor database experience

Minimum Education Bachelor's Degree, CFRE a plus

Experience

1. Three or more years of leadership experience in development/fundraising (annual and endowment), grant writing, and event management.

2. Documented excellence in communication skills, both verbal and written.

Application Procedure

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

Dr. Tony Cornforth, President
c/o Roshell Brumley, Executive Assistant to the President
Oklahoma School of Science and Mathematics
Roshell.Brumley@ossm.edu
405-521-6439

An Equal Opportunity Employer