

Development Coordinator

The Development Coordinator is responsible for organizing and executing fundraising efforts and fund development, in coordination with the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Annual Resource Development

- Coordinate and carry out organizational tours.
- Coordinate with the Executive Director to cultivate, solicit and steward individual, corporate and foundation donors.
- Solicit and coordinate in-kind gifts and fund/supply drives
- Maintain a list of needs and priorities from staff to identify opportunities for unrestricted and restricted program and equipment funding.
- Maintain ongoing organizational wish list.
- Assist Director of Operations, as needed, with grant research and writing.

Tracking/Database Management

- Maintain complete and up-to-date donors records, through the use of Raiser's Edge, for tracking donor participation, identification and cultivation of prospects and provide timely gift acknowledgement.
- Provide accurate reports to management as needed.

Special Event Management

- Work in conjunction with lead staff to support the planning and logistics of special event fundraisers.
- Coordinate and oversee special event volunteers.
- Provide support at various fundraising events as requested.

Board of Directors/Committees

- Manage the coordination of communication between the organization and the Board of Directors, and various Board Committees.
- Manage the scheduling and logistics of all Board and Committee meetings.
- Maintain records of Board member terms, service requirements, contact information and calendars of meetings.

Other

- Serve as or coordinate front desk receptionist coverage.
- Maintain organizational calendar.
- Provide staff support to Community Awareness & Development Committee and various special event committees.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong skills in interpersonal communication, writing, and organization.
- Ability to handle confidential information with great sensitivity.
- Good reasoning abilities. Sound judgment.
- Ability to work expeditiously and multi-task varied projects and communications simultaneously
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Advanced computer skills (MS Office, Word, Excel); Knowledge of Raiser's Edge or other donor database a plus.
- Ability to manage volunteers. Willing to work flexible hours.
- Ability to work effectively both independently and as a team member.

APPLICATION INFORMATION: Please send results-oriented resume and cover letter, with salary requirements, to llong@tulsacenter.org or mail to Executive Director at 815 S Utica Ave, Tulsa, OK 74104 or fax to (918) 584-8646, attn: Lori