



**The Center for individual with Physical Challenges  
Director of Development  
Position Description**

**POSITION:** Director of Development

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Communications, Marketing, Liberal Arts, or comparable field or alternative training acceptable to Executive Director. No less than two years of experience in fundraising/development/event planning in a non-profit or foundation setting.

**REPORTS TO:** Executive Director

**STARTING SALARY RANGE:** Negotiable based on experience

**GENERAL PURPOSE:** To contribute to the financial health and wellness of *The Center* through grant research & writing, donor cultivation & stewardship, fundraising event planning & execution, and donor appeals.

**ESSENTIAL JOB FUNCTIONS:**

- Work closely with the Executive Director to increase individual, foundation and corporate giving to *The Center*
- Manage grant research, writing, tracking and reporting
- Professionally communicate with funders as necessary
- Cultivate and steward relationships with donors on an ongoing basis, including tracking conversations, new donor support, increased giving, etc.
- Manage fundraising solicitations, including annual appeals, Facebook fundraisers, Giving Tuesday and fundraising events
- Plan and execute fundraising events with the Executive Director and Director of Community Relations, including soliciting and tracking sponsorships, assisting with event research and planning, staffing events, managing the invite and guest lists, and ensuring sponsors are receiving appropriate benefits
- Manage the writing and mailing of acknowledgements and other donor mailings as necessary and appropriate
- Maintain the donor database, DonorPerfect, and communicate gifts to the Executive Director and Director of Operations
- Manage the annual Tulsa Area United Way Fundraising Campaign
- Maintain and run fundraising reports for the Executive Director and committees as necessary and appropriate

**SKILLS**

- Proficiency in Microsoft Office (e.g., Outlook, Word, Excel, PowerPoint, etc.) is a must. This includes Outlook calendaring, Word mail merges, Excel calculations, PowerPoint design, etc.
- Clear, concise and grammatically-correct writing skills is a must. Samples will be requested.
- Experience writing & securing grants is preferred
- Experience with donor database(s) is a plus
- Experience with tracking fundraising outcomes is a plus
- Professional recommendations will be required