



Director of Development

Starting Salary Range: \$60,000 - \$70,000

Location: Tulsa, OK

Full or Part Time: Full Time / Exempt

Supervisory: Yes

Reports to: Executive Director

Date Opened: February 14, 2022

Applications: Please submit resume and cover letter to Jobs@TulsaSTEM.org by March 14, 2022

Position Overview

Tulsa Regional STEM Alliance (TRSA) sits at the intersection of community partnerships, nonprofits, industry and workforce development initiatives, and PK-20 school systems shaping, creating, and supporting high-quality STEM education for all. TRSA coordinates, strengthens, and directly provides opportunities, possibilities, and resources for educators and students in science, mathematics, engineering, and technology across the Tulsa region. By cultivating meaningful partnerships and pathways, educators are STEM-prepared and students are inspired and prepared to be STEM-ready.

TRSA is seeking an individual who thrives in a fast-paced environment, is driven to explore new ways to increase STEM ecosystem efficacy, and who will work alongside a committed team of nonprofit professionals who create opportunities ensuring all students are STEM-ready. Ideal candidates work to create an inclusive environment and behave in ways that ensure partners and colleagues feel embraced, respected and valued, engaged and connected to the community, and safe from abuse and harassment.

Under the direction of the Executive Director, the Director of Development will foster relationships and build partnerships enhancing the alliance's impact. The Director of Development is responsible for designing and implementing a partnership cultivation strategy that prioritizes the alignment and collective impact of resources toward TRSA's mission. They build relationships with partners as well as consult and strategically identify synergies. TRSA has a \$1.7 million operating budget with a goal to grow by \$1,000,000 in the next five years to support expanded outcomes. This position is the lead architect of revenue generation through corporate, business, and individual gifts; local, state, federal, and private grants; and TRSA's annual gala event, Flight Night. At TRSA, the Director of Development is more than a fundraiser. They are a visionary team member who imagines the heights we can reach together and inspires others to partner with our alliance to achieve the mission and vision of TRSA.

This individual should excel at managing donor relations, invoicing, and web-based giving using a Constituent Relationship Management (CRM) platform that they will be responsible for researching and selecting. They will report on fundraising progress and related initiatives. Local travel to TRSA-sponsored activities as needed and rare overnight travel may be required.

Position Responsibilities

1. **Oversee and Execute all Functions of the Development Team**

Examples of responsibilities include but are not limited to:

- With an entrepreneurial spirit, propel TRSA toward its 3-5 year growth goal of increasing revenue by \$1,000,000
- Research, select, and implement a Constituent Relationship Management (CRM) system
- Attract, select, retain, supervise, and grow development team staff, consultants, and volunteers with additional roles over time or as necessary

- Manage the media and marketing strategies to promote the visibility of TRSA, partner activities, and outcomes
- 2. Consistent with the [International Statement of Best Practices in Ethical Fundraising](#) and the [Donor Bill of Rights](#), Develop and Execute a Comprehensive Donor Relations Strategy**
- Examples of responsibilities include but are not limited to:*
- Maintain up-to-date knowledge of best practices for fundraising professionals and obtain or continue certification as a Certified Fund Raising Executive via [CFRE International](#) (associated exam and membership fees covered by TRSA)
 - Responsible for fundraising and developing resources necessary to support TRSA's mission by securing financial resources and nurturing relationships with major funders
 - Grow and diversify the funding base as well as develop and execute a comprehensive donor relations strategy
 - Establish well-defined benefits for corporate, business, and individual gifts
 - Develop and implement grant funding strategies through formal grant applications to private foundations and public entities that support the strategic approach of TRSA and its partners
 - Coordinate closely with the Executive Director to maintain and strengthen relationships with legacy funders and partners
 - Plan and carry out an annual fundraising gala and associated events in cooperation with legacy funders
- 3. Serve as a Key Member of the TRSA Leadership Team**
- Examples of responsibilities include but are not limited to:*
- Contribute to the culture at TRSA and work alongside the staff to problem-solve, strategize, create goals, monitor progress, and build relationships
 - Work independently and as part of a team, balancing autonomy and team integration
 - Participate in TRSA board and committee meetings, serving as the primary staff liaison for the development and communications committee
 - Represent TRSA's values in working with partners and colleagues

Other Duties As Assigned

- Support special projects and initiatives of TRSA and its partners as needed

Required Qualifications

- Bachelor's degree
- 4 years of work experience, including 3+ years fundraising
- Member of Association of Fundraising Professionals with or willing to obtain certification as a Certified Fund Raising Executive
- Established connections with community and corporate partners in and around the Tulsa area and across the state of Oklahoma
- Experience with writing, receiving, or assisting with grant proposals
- Experience using a donor management system or CRM database
- Ability to develop and work within a budget
- Must be a self-starter, with the ability to collaborate as a team player
- Strong verbal and written communication
- Excellent interpersonal and relationship-building skills
- Ability to interface with all levels of staff and volunteers
- Create and manage processes that enhance efficiency and maintain a high level of donor satisfaction



- Proficiency with Microsoft Office and Google Suite
- Detail-oriented
- Valid driver's license and reliable transportation with the ability to travel
- Occasional evening and weekend work as needed

Preferred Qualifications

- Active membership in Association of Fundraising Professionals with CRFE credential
- 4+ years of fundraising experience

Compensation

- The annual salary range for this position is \$60,000 to \$70,000.
- Benefits package includes health, dental, and life insurance, 50% 401k matching, 160 hours of annual Paid Time Off, 40 hours of monthly virtual office leave allowing employees to work off-site, and 14 holidays.
- TRSA's board of directors takes seriously the value of the staff who work to reach the organization's vision. Therefore, cost of living adjustments, incentive-based pay, and merit-based increases are reviewed each year.

Location and Working Status

- This position is based in or around the Tulsa area. While staff are currently working remotely, the expectation is that staff will work from the office as needed and be available for office meetings and other in-person gatherings as required and when safe to do so.

Equal Employment Opportunity

In any of its activities or operations, TRSA shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, military status, genetic information, or any other basis made unlawful by applicable federal, state, or local laws or regulations. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.