Director of Development

Starting Salary Range: $60,000 – $70,000, negotiable based upon experience
Location: Tulsa, OK
Full or Part Time: Full time/Exempt

Supervisory: No
Reports To: Executive Director
Date Opened: December 12, 2023

Close Date: January 11, 2024, or when a candidate is hired. Interviews will be scheduled on a rolling basis before the close date for qualified applicants. Submit Your Application at [http://TulsaSTEM.org/hiring](http://TulsaSTEM.org/hiring).

Our Mission
Cultivate impactful partnerships and learning pathways that inspire and prepare all youth for a STEM-enabled future.

Position Overview
Join Tulsa Regional STEM Alliance and make an extraordinary difference empowering youth throughout our state, engaging and working side by side with industry and alliance partners you will work to build strategic relationships with corporate and community partners, enabling our future Oklahoma workforce. The Director of Development spearheads relationship-building and partnerships to amplify the Alliance’s impact. Responsible for executing a development strategy aligning resources with TRSA’s mission, this role drives revenue growth aiming to augment our $2.3 million budget by $1,000,000 over five years. Leading and developing corporate partnerships, individual gifts, grants, and TRSA’s annual Flight Night gala, the Director identifies and cultivates collaborations aligned with TRSA’s mission and vision. They thrive independently while also providing leadership, nurturing donor relations, orchestrating major events like Flight Night, and leveraging CRM tools. Regular reporting on fundraising initiatives to the TRSA leadership Team, the board’s Development and Communications Committee, and staff is vital, with occasional local and rare overnight travel for TRSA events.

Position Responsibilities

1. Fundraising and Development

**Examples of responsibilities include but are not limited to:**

- **Strategy:** Drive TRSA’s growth by developing and executing innovative strategies to increase revenue by $1,000,000 within 3–5 years.
- **Grant Management:** Oversee a comprehensive grant strategy and lead efforts to secure funding from private foundations and public entities.
Event Management: Direct the planning and execution of an annual $1.2 million fundraising gala and associated events, collaborating seamlessly with internal teams and external partners.

Stakeholder Relationship Cultivation: Cultivate and maintain relationships with major funders, ensuring alignment with TRSA’s mission and securing vital financial resources.

Diversified Funding Strategies: Innovate and diversify funding streams while nurturing existing donor relationships, ensuring sustainable financial support.

2. Leadership Team Engagement and Representation

Examples of responsibilities include but are not limited to:

- **Cultural Catalyst:** Foster a culture of collaboration, problem-solving, and goal achievement within TRSA, working alongside staff to achieve organizational objectives.

- **Board and Committee Engagement:** Actively participate in TRSA’s board and committee meetings, serving as the pivotal staff liaison for the Development and Communications Committee.

- **Value-Driven Representation:** Champion and embody TRSA’s values in all interactions, internally within the team and externally with partners and stakeholders.

Other Duties as Assigned

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

Required Qualifications

- **Education & Experience**
  - Bachelor’s degree
  - 4+ years of professional experience, with at least 3 years in fundraising roles
  - Proven track record in writing, securing, or supporting grant proposals

- **Community Engagement & Relationship Building**
  - Ability to effectively interface with staff, volunteers, and stakeholders at all levels
  - Strong initiative to effectively prospect and secure new donors and partners with a reputation for donor-centric results.
  - Excellent interpersonal, verbal and written communication skills
  - Proficiency in Microsoft Office and basic skills in Google Suite
  - Detail-oriented with a focus on accuracy and thoroughness in work

- **Additional Requirements**
  - Valid driver’s license and reliable transportation for travel needs
  - Flexibility for occasional evening and weekend work to support organizational needs
  - Pass criminal and financial background check
  - Ability to occasionally lift up to 25 pounds
Preferred Qualifications

- Member of Association of Fundraising Professionals (AFP) with or willing to obtain certification as a Certified Fund Raising Executive
- Experience leading and developing a staff and/or volunteer team
- Established network of connections with community and corporate partners in Tulsa and across Oklahoma
- Proficiency in using donor management systems or CRM databases
- Strong budget development and management skills
- Demonstrated ability to create and implement efficient processes, enhancing donor satisfaction
- Proficiency in database software, such as AirTable

Compensation

- The annual salary range for this position is $60,000 to $70,000 and is negotiable based on experience.
- Benefits package includes health, dental, and life insurance, 50% 401k matching up to 6%, 160 hours of annual Paid Time Off, 40 hours of monthly virtual office leave allowing employees to work off-site, employee wellness and community service flexibilities, and 14 paid 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. Staff are expected to work in the office and have access to 40 hours of remote work per month.

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.
How to Apply

For more information or questions, please contact [jobs@TulsaSTEM.org](mailto:jobs@TulsaSTEM.org).

Close Date: January 11, 2024, or when a candidate is hired.
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About Tulsa Regional STEM Alliance

Tulsa Regional STEM Alliance (TRSA) is a nonprofit organization based in Tulsa, Oklahoma, that sits at the intersection of community partnerships, nonprofits, industry, workforce development initiatives, and school systems—shaping, creating, and supporting high-quality STEM education for all. To learn more about us, visit [https://tulsastem.org/about](https://tulsastem.org/about).

At TRSA, we value diversity, equity, and inclusion. Candidates actively reflect on how individuals’ identities may grant them advantages or disadvantages in the workplace, even when unrequested or unearned. The candidate will actively contribute to creating an inclusive environment where all partners and colleagues feel embraced, respected, and valued. The candidate will strive to foster engagement and connection to the community while ensuring a safe and secure environment, free from abuse and harassment.