



JOB OPENING NOTIFICATION

POSITION Vice President of Development
ISSUED August 1, 2024
CLOSE Until Filled
LOCATION Oklahoma City

The Oklahoma Educational Television Authority (OETA) announces the opening of the full-time exempt position titled **Vice President of Development** in their development department. Friends of OETA seek a Vice President of Development to be responsible for raising funds from philanthropic donors to support the organization's mission and operations. The ideal candidate is goal oriented and brings an authentic, donor-centric mindset to the table. The Vice President of Development will represent the values, programming, and impact of OETA. The most qualified candidates will be contacted for an interview.

OVERVIEW

This position will assist the Executive Director in managing the day-to-day performance and outcomes for fundraising programs and membership services. This position manages related and interdependent projects by allocating resources, prioritizing efforts, resolving issues, maintaining the job-related projects, and aligning goals and strategies in an integrated manner. The successful candidate will manage all vendors and associated contracts for direct membership marketing, database, and list services, as well as reporting of fundraising programs and outcomes.

Duties include managing fundraising related: pledge drives, social media, and special events. Other duties include managing grant solicitations, membership services, and other duties as assigned.

KEY RESPONSIBILITIES

- Manage a dynamic and comprehensive fundraising program for Friends of OETA.
- Manage and develop all vendors and associated contracts for direct membership marketing, database, and list services.
- Manage grants solicitation and management program.
- Project, track, and meet annual fundraising goals.
- Work with finance department and financial partners on gift reconciliation.
- Administer projects and meet deadlines effectively.
- Implement and maintain current best practices in fundraising for public media.
- Maintain a calendar for the Friends of OETA fundraising program, including scheduling appointments, coordinating assignments, and managing tasks.
- Manage, plan, and execute direct mail solicitations and acknowledgements.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Experience in business or non-profit fundraising.
- Moderate to seasoned level of fundraising experience in annual fund campaigns using a variety of data response techniques.
- Experience in grants solicitation and/or management.
- Budgeting and fiscal management skills for projecting, tracking, and meeting income targets.
- Strong organizational skills and an ability to administer projects and deadlines effectively.
- Excellent communication skills, as demonstrated by a cover letter to the application.
- Strong familiarity with current best practices in fundraising for public media.

STRONGLY DESIRED QUALIFICATIONS

- Bachelor's degree in Philanthropy, Business, Communications, Public Administration, or related field of study.
- At least two to three years of fundraising experience with a proven track record of successfully soliciting and closing philanthropic gifts.
- Excellent interpersonal, communication, and presentation skills.
- Experience in working with governmental, broadcasting, and/or non-profit public media entities.
- Ability to establish cooperative working relationships with persons contracted to perform assigned duties.
- Ability to develop, analyze and interpret policies and procedures to formulate, develop and present recommendations to resolve problems.
- Ability to adhere to ethical guidelines applicable to the position as outlined by professional organizations, and/or Federal, State, Local laws, rules and regulations, including FCC rules and regulations.
- Proficiency working on customer relationship management software (CRM) such as Allegiance, Blackbaud, Razor's Edge, TEAM Approach, or Ellucian Advance.
- Proficiency in donor databases, prospect research and other wealth screening tools to aid in the moves management process.
- Ability to work independently and within a team.
- Ability to meet performance goals.
- Must be detail oriented.
- Familiar with PBS programming.

COMPENSATION

\$70,000 - \$90,000 annually. A generous benefit package including health, leave, retirement, and more is included.

HOW TO APPLY

Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.